FACILITY RESERVATION REQUEST FORM

*The Abundant Life Fellowship Ministries, Inc.*

EVENT ID:

**Instructions:**

**To move from field to field on the form, use the TAB key. To check a box, click your mouse pointer on the box.**

**EVENT INFORMATION**

Today’s Date: Date(s) of Event:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sponsoring Organization: | | |  | | | | Co-Sponsor (if applicable): | |  |
| Contact Person: | | |  | | | | Contact Title: | |
| Office Phone: | | | Cell Phone: | | | | E-mail address: | |
| Title of Event / Activity: | | |  | | | | | |
| Description of Event/Activity: | | |  | | | | | |
| Number of people expected activity: | | | | | | | # of Parking Spaces | |
| Contract Signatory: | | | | | | | Signatory Title: | |
| Signatory Address: | | | | | | | Signatory Phone Number: | |
| **FOOD and BEVERAGE REQUIREMENTS** | | | | | | | | |
| Food  Yes  No  Beverage  Yes  No | | | Description of food and beverage: | | | | | |
| Food Purchased from: | | | | | | | | |
| Sexton is Required to be at every event @ $20 per hour. All events pricing is based on a four-hour window. | | | | | | | | |
| Day(s) of Week | Date(s) | Set Up Time | | Program  Start Time | Program End Time | Tear Down End Time | Room *(C. McCaskill Banquet Hall*) | Additional Requests / Staff or Services Needed |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |

**ADDITIONAL REQUIREMENTS**

**Additional Cost Applies**

*(Please indicate quantities for following shaded areas)*

**Microphones** Type: B Wireless Handheld \_\_\_\_   **$50 Wired Microphones**\_\_\_\_  **$35**

**Information Services**

Use of podium  Outside group – bringing own laptop  WiFi

*(Please indicate quantities for following shaded areas) Round tables provided only for seating of guests*

Metal Chairs **\_\_\_\_**  Rectangle Tables **\_\_\_\_**  Round Tables**\_\_\_\_**  Panelists’ Tables **\_\_\_\_**

RegistrationTables **\_\_\_\_**

Kitchen **Prep Only (No cooking allowed) $ 35 per hour**

**Decorative Linen and chastening dishes are available for rent. Would you like further information**?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHURCH RENTAL**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Day(s) of Week | Date(s) | Set Up Time | Program  Start Time | Program End Time | Tear Down End Time | Room *(C. McCaskill Banquet Hall*) | Additional Requests / Staff or Services Needed |

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| --- | --- | --- | --- | --- | --- | --- | --- |
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**Church and Fellowship Hall Rental Prices:**

**CHURCH RENTAL: $500 (4 hours)**

**Fellowship Hall Rental: $500 (4 hours)**

**\* Fellowship hall chairs are metal and vary in color. Chair Cover choices White or Black**

**Set up/Cleaning**

**All events are based on a four-hour window not including one hour prior to event and one hour after for setup and cleaning.**

**PUBLIC COMMUNICATIONS**

Have you invited, or intend to invite, the press to this event?  Yes  No If yes, which publication, radio and/or TV stations?\_\_\_\_\_\_\_\_\_\_\_

Have you invited, or intend to invite, any politicians or state officials to this event?  Yes  No   
If yes, who?

Is this event open to the public?   Yes  No

Is there an admission/registration charge for this event?   Yes  No   
If yes, indicate amount: $ \_\_\_\_\_\_\_

Would you like ALFM promotional material at your event?  Yes  No

Is ALFM publicity or marketing assistance required?  Yes  No

|  |
| --- |
| **AGREEMENT FOR USE OF FACILITIES**  I understand that submitting this request does not guarantee the reservation of room(s) or space(s) being requested. I will be notified of the approval by the division designee.  Contact person is fully responsible for cleaning up after each event, including but not limited to, contacting caterers/vendors to ensure all catering and staging equipment is picked up and removed from ALFM’s facility the same day/night of the event. Materials remaining after event are subject to holding fee of $100/day.  This Facility Request reflects the exact specifications intended for this event. Any adjustments or changes requiring the additional services of ALFM’s Facilities, Media, or IT Services beyond those specified herein are subject to expenses incurred and invoicing in addition to ALFM’s contracted price for this event.  Half the rental cost is due at the time of signing the contract. The remainder of the fee is due no later than two (2) weeks prior to the event. If payment is not made within the specified time the date will be released and all payments received will be forfeited by signee.  Cancellations: Only upon providing 30 days written notice (via email). All payments received will be forfeited by signee if proper notice is not provided.  No Alcohol beverages or smoking is permitted on the premises.  All trash and refuse must be bagged and placed in the Dumpster. All table cloths, chair covers, centerpieces, etc. that was rented by the signee must remain on the premises, collected and placed in the established receptacles. All areas must be swept and free of debris in the banquet room, bathrooms, kitchen (if applicable), inside and outside common areas. If kitchen was used for food prep, all dishes, utensils, etc. must be washed and put away neatly.  We are not responsible for any loss or damaged to your property and do not maintain insurance coverage for your or your guests. By signing this contract you agree to conduct the event in an orderly manner in full compliance with the applicable laws, regulations and rules set forth by municipalities, city and state in addition to ALFM.  Indemnification: To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless, the Church (ALFM) and it agents against all claims, losses or damages to persons or property, governmental charges, or fines, and costs (including reasonable attorney fees) arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the Church (ALFM).  ***Per Fire Marshall Max sitting allowed 160 for Fellowship Hall (Your guest list must adhere to Fire Marshall max)***  ***Deposit of $200.00 is required at the time of booking per space and is not considered part of the rental cost.*** It will be refunded after the full inspection has been completed following the event. All deposits will be mailed to address provided.  The cost for rental is:    **Signature of contact person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**RESERVATION FORMS MUST BE SUBMITTED AT LEAST TWO (2) WEEKS IN ADVANCE IN ORDER TO HOLD/RESERVE ROOM(S)**. Rooms will not be held temporarily.

When this form is completed, please send electronically mail or mail to: 195 North Main Street Ansonia, Ct 06401

[abundantlifefellowshipansonia@gmail.com](mailto:abundantlifefellowshipansonia@gmail.com) or [abundantlife195@gmail.com](mailto:abundantlife195@gmail.com)

Do not write below this line

Date received:  **Approved**  **Not Approved**

Additional staff required for:  Maintenance  Security  Technical  Police (>100)  Fire (>100)  Parking

Please Identify Requirements:

**Sharon Geiger/ Rosie Clarke**

Coordinator/ Sec Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_