



BOOKING REQUEST FORM

Event Date: _____

Please complete this form in full and return to the office in person or by email.
Reservation will tentative until this form is received and processed, and deposit is received.

Organization: _____ Contact Name: _____

Date Forms Submitted _____ Secondary Contact: _____

Email: _____ Phone (cell): _____ (Alternate): _____

Event Type: _____ # People Attending: _____

Set up arrival time: _____ Event Starting Time: _____ Event Ending Time: _____ Clean up exit time: _____

Rehearsal or extensive set up / prior to event? Yes No Details: _____

Total Hours Needed (including set up, clean up, rehearsal etc): _____ Alternate Date Choice: _____

If this is a repeat event then: Daily Weekly Monthly Other _____

Repeat start date: _____ Repeat ending date: _____

Room(s) & Capacity

- 200/ Sanctuary 450 / 220+tables
- 208/ Cafe 100
- Café Area 20
- 101 (Youth) 50
- 102 (Kids) 50
- 104 30
- 105 30
- Kid Care 12

Equipment & Specialty Items

- Decorative Swag Lights **additional charge*
- Long Tables (6ft seats 6) # _____/8
- Long Tables (8ft seats 8) # _____/11
- Round Tables (5ft seats 8) # _____/20
- Chairs # _____/450
- Music Stand(s) # _____/10
- Microphone(s): # _____
- White Boards # _____/3
- Projector and screen (Room 200, 102)
- Computer and 40" TV (Room 208)

Kitchen

- Will you need Kitchen Facilities? Yes No
- Food Safe Certificate Yes No
- Please describe your needs: _____
- _____
- Coffee/Tea/Beverages
- Prep Food
- Fridge
- Ovens

Technician(s) * mandatory for large events

- Operate sound system
- Operate, screen and lights
- Operate presentation software
- Play recorded music from device
 - CD USB tablet other _____

** Note: for large or more complex events, both a sound and a media technician may be required.*

Staff Support *mandatory for large events

- General building accessibility and support

**Starred items are at additional cost ~ see fee sheet.*

Please provide more detail about your event:

General: _____

Pre-Event Setup: (Mainly renter's responsibility) _____

Post-Event Cleanup: (Renter's responsibility) _____

Decorations/Display: (Renter's responsibility) _____

Food/Catering: (Renter's responsibility) _____

Audiovisual (include details of presentation): _____

Special Requirements/Other: _____

Office Use Only:

LPC Ministry LPC Non-Ministry Outside Ministry/Partner Outside Non-Ministry

Room(s) Rental \$ _____ Booking confirmed Yes No

Janitorial \$ _____ Security deposit received Yes No

Technical Services \$ _____ Amount: \$ _____

Other \$ _____

Total owing \$ _____

Building Accessibility: Code required Yes No Key(s) issued Yes - No Key(s) # _____

Notes: _____

Coordinated by: _____ Date: _____

Entered in PCO inform Wiseways inform other building tenants Inform / reschedule janitorial

Services: chair set up: _____ lights _____ sound technician _____ Staff _____

When considering bookings, Lambrick Park Church ministry events will be given priority; then Lambrick Park Church sponsored non-ministry events followed by outside group ministry events. All other events will be considered on a case-by-case basis.

No Alcoholic beverages are sold on the premises, and can only be served by prearrangement, with appropriate permits.