



# Westminster Presbyterian Church Facility Request Form

Return to Jamie Adamczyk 884-9437 Ext. 326 jadamczyk@westminster-bflo.org

**Event Date:** \_\_\_\_\_ **Event Name:** \_\_\_\_\_

Name of Group: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Requested by: \_\_\_\_\_ Request Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Building:  Church  Butzer Building (School)

Room Requested: \_\_\_\_\_ Number Expected: \_\_\_\_\_

Doors to be Unlocked:  West Entrance  Driveway

Set-up:  Theater Style  Reception Style  Seating around the table  Other (please draw on back)

## DIAGRAM OF SET-UP      Draw on the back

Details to follow

**It is important that your needs are met. Please provide as much information as soon as possible. Use a copy of this form as a reminder to follow up on any details not included.**

**In case of cancellation or changes (including date changes) please give 24 hours advance notice by contacting Jamie Adamczyk at 884-9437 ext. 326**

Other instructions or needs (be specific) \_\_\_\_\_

- **If food service request is for over 20 people, call Karen Goodman – Catering by Karen at 636-0673.**

Are you requesting permission to serve alcohol? \_\_\_\_\_ (If yes, request forms are in the Business Office and must be approved by Session)

### Special Requests

\_\_\_\_\_ Easel      \_\_\_\_\_ TV      \_\_\_\_\_ VCR/DVD      \_\_\_\_\_ Microphone

\_\_\_\_\_ Other \_\_\_\_\_

### TABLECLOTH REQUIREMENTS

**The individual or Committee making this request is responsible for laundering and returning the tablecloths to the church within 48 hours of the event.**

**Office:** \_\_\_\_\_ **Calendar** \_\_\_\_\_ **Rick Sacco** \_\_\_\_\_

**Parish Hall Set-up**

STAGE

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**Other Set-up**