

Holy Redeemer Parish Event Form

submit 30 days prior to event

Date of Submittal: _____ Contact Person: _____

Phone #: _____ Email Address: _____

Name of Event: _____ Date(s) of Event: _____

Event Start Time: _____ Event End Time: _____

Date for Set-up: _____ Time Setup Begins: _____ Time Cleanup Ends: _____

of Participants: _____ Time Building will be Vacated: _____

Recurring Event: Please Reserve Every _____

Room/Space Requested:

- | | | |
|------------------------------------------|-----------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Kitchen* | <input type="checkbox"/> St. Anne | <input type="checkbox"/> St. Bernadette |
| <input type="checkbox"/> Parish Hall I | <input type="checkbox"/> St. Juan Diego | <input type="checkbox"/> St. John |
| <input type="checkbox"/> Parish Hall II | <input type="checkbox"/> St. Katherine | <input type="checkbox"/> St. Martin |
| <input type="checkbox"/> Parish Hall III | <input type="checkbox"/> St. Leonard | <input type="checkbox"/> St. Ignatius |
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> St. Francis | <input type="checkbox"/> St. Catherine |
| | <input type="checkbox"/> St. Joseph | |

* If the event is catered, then there will be no kitchen access. Catered? Yes No

Additional Requests:

- | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Bulletin Announcement (attach copy) | <input type="checkbox"/> Wall Partitions Removed |
| <input type="checkbox"/> Mass Announcement (attach copy) | <input type="checkbox"/> Audio/Visual Equip: _____ |
| <input type="checkbox"/> **Narthex Signup—Date(s) Requested: _____ | |
| <input type="checkbox"/> Speaker at Masses (attach copy) Date(s) Requested: _____ | |

**** Tables can only be setup in Narthex on Saturday and must be removed after last Mass on Sunday.**

After all the members have entered the building. Lock the doors or have someone at the doors at all times to let others enter the building during the event.

Office Use Only

Event Approved by Msgr. _____
Signature Date

Approval Communicated to Contact Person

By: _____
Date via: Email / Phone