Parish Center Rental Reservation Form

Date of Rental _____ **Name of Parishioner** _____

Purpose of Rental_____

Approximate number of guests being reserved and set up for _____

Note: Main Hall capacity is 400 / Providence Room capacity is 75

Facility Requested _____Main Hall _____Providence Room _____Both

The following services / items will be provided as part of the rental agreement:

- Tables & chairs
- Kitchen area … coffee maker, ice …
- For wedding and anniversaries, there are a number of items available that have been used for past events that were donated to the parish that are available for use.

- ***Not included***
  Set up & cleanup, drinks, bartenders, food, coffee, condiments, snacks, serving dishes, cups, decorations, table cloths or music.

Beverages

Contact the rectory for prices on soft drinks, bottled water and beer.

** If alcohol beverages will be served at the gathering, parishioners will be required to use bartenders and/or servers which will be approved in advance by Assumption Parish. Archdiocesan liability insurance does not cover bartenders.

NOTE: Assumption Parish has no ROUND tables for use. Round tables can be rented at Event Source (www.needit-rentit.com) or other party rental establishments.

Parishioner: _____ _____

Name Signature

Date: _____

Revised 10/17/2012