



# The Church of the Redeemer Baptist Hospitality Request Form



Ministry Name: \_\_\_\_\_

Contact Person & Phone #: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

No. of Attendees: \_\_\_\_\_

Place of Event:  Banquet Hall  Fellowship Hall  Other: \_\_\_\_\_

Event Budget Amount: \$ \_\_\_\_\_

***(Please Note: Budget Amount is only required if the Ministry requesting the event wants the Hospitality Ministry to purchase and provide food, decorations, tablecloths, etc.)***

Facility Decorating & Set-up needed? Yes  No

Decorations & Tableware Provided? Yes  No  Food/Dessert Provided? Yes  No

Food Preparation (warm-up) needed? Yes  No

Do you need greeters? Yes  No  If yes, how many? \_\_\_\_\_

Do you need servers? Yes  No  If yes, how many? \_\_\_\_\_

Other Needs and/or Special Requests:

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### MINISTRY RESPONSIBILITY

*The ministry requesting this event must make any changes and confirm and/or cancel the scheduled event at least (1) week prior to the scheduled event date. It is the responsibility of the ministry to clean-up facility and remove all items at the conclusion of the event.*