



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:

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.