Ministry **Special Event** Deposit Form

Ministry/Organization

_____

Date of Event _____/_____/_____

Type of Event: ❒ Private Ministry Activity/ Event ❒ Other_____
Approximate Number of Participants: _____ Is food being served? Yes _____ No _____
Will there be a collection? Yes _____ No _____ ☐ Collection Bag(s) Provided
Celebrant: _____☐ Parish ☐ Diocesan

Special Event Fee - $150 (PVT Facility Use)
Priest Stipend - $150 ☐Check Request Submitted ☐Stipend Envelope

☐ Deduct from the Ministry account

☐ Cash _____ receipt attached/deposited
Receipt #

☐ Check # _____ is attached / deposited

To guarantee your reservation, the amount is due 60 days in advance of event. Event will be cancelled if not paid within 30 days of the event. (**Reservations** for the private events should be made as far in advance as possible and it's based on a first-come, first-serve basis and priority will be given to those whom reserve early in advance and pay the special event fee. We cannot guarantee the church space will be available for all requests.)

By signing this form, the leader commits to ensuring that the church and any equipment used is returned to a clean and orderly state. Failure to do so will result in losing future reservations.

_____

Signature/Title

_____ _____
Contact Phone Number Date