

EVENT/FACILITY REQUEST FORM

(please complete and return to the church office.)



St. Joan of Arc
CATHOLIC CHURCH

12735 W 58th Avenue

Arvada, Colorado 80002

Phone (303) 420-1232 Fax (303) 420-0126

Event Coordinator:

andi@saintjoancatholic.org

Today's Date: _____

Event Date: _____

Contact Name: _____

Phone: _____

Address: _____

Cell Phone: _____

Event Time from: _____ to _____

Email Address: _____

Setup Time _____ to _____

Number of People Expected: _____

Clean Up Time _____ to _____

Publicity: Bulletin _____ Web Site _____

**Anything over 1 hr before/after for Set up/Clean up requires authorization*

Please describe your event/activity: _____

✓	Room Requested	Seating Capacity	Damage Deposit <i>Refundable</i>	Suggested Offering	For Office Use Only
	The Orleans Grand Hall <i>(Includes all rooms)</i>	240*	\$600.00	\$300.00	
	Orleans Center Hall (Only)	72-128	\$300.00	\$200.00	
	Fleur-de-Lis Room (Only)	56	\$200.00	\$ 75.00	
	Lorraine Room (Only)	56	\$200.00	\$ 75.00	
* Assumes the dance floor is left open for dancing; if there is no dancing, there is room for an additional seven tables (56 people) in the Orleans Hall. Maximum Capacity for the Orleans Grand Hall is 485.					
Additional Services Available					
	• Coffee		Up to 100 people	\$20	
	<i>Cups included</i>		100-200 people	\$25	
			Over 200 people	\$30	
	• Soda Fountain		<i>Fees are same as coffee</i>	<i>See above</i>	
	• Chocolate Fountain		<i>For clean up and use only</i>	\$30	
			<i>*Client must supply chocolate.</i>		
Insurance Requirements ~ All Insurance certificates must be presented prior to a final scheduling.					
	Certificate of Liability Insurance Page Listing <i>St. Joan of Arc & Archdiocese of Denver as Additional Ins.</i>				
	Archdiocese of Denver Special Event Insurance <i>*Requires 14 day advance purchase</i>			\$100.00	
	Caterer's Certificate of Insurance Listing <i>St. Joan of Arc & Archdiocese of Denver as Additional Ins.</i>			1,000,000 General Liability Coverage Req'd.	
PAYABLE TO ST. JOAN OF ARC				TOTAL	

Additional Fees (All fees are to be paid in cash by the private party directly to the individual(s) on the date of the event.)					
<input checked="" type="checkbox"/>	Staffing	Fees	Contact Name	Number	
	• Kitchen Coordinator*	\$25 for each 150 people	Norine Tuka Loretta Capra	(303)423-3920 (303)422-6466	
	• Bartender*	\$50 for each 150 people			
	• Security*	\$50 for each 150 people			
	• Linen Rental Table cloth & napkins	\$6 / table			
	• Clean Up < 50 people	\$50 *Required	Randy Gendill	(303)332-4154	
	• Clean Up > 50 people	\$100 *Required			
<p>* Kitchen Coordinator required if any food is to be served. * Bartender and Security required if beer or wine will be served as well as Alcohol Consumption form. * If overtime has been <u>pre-approved</u>, be prepared to present staff with overtime fees as well. (See Facility Use Agreement) Any fees not paid on event date will be deducted from Damage Deposit.</p>					
Catering Information					
Business Name					
Address					
Telephone Number					
Contact Person					
Caterer's Agreement Signed		Yes	No	Date Received:	
Insurance Certificate		Yes	No	Date Received:	
Tables and Other Needs					
	Round Table	30 available, Seat 8	Quantity Needed *		
	Rectangular	10 available, Seat 10	Quantity Needed *		
	Chairs Only		Quantity Needed *		
* Final arrangements for room set up will be determined with Kitchen Coordinator.					
Additional Needs, please mark all that apply.					
	PA System	Podium	Video Projector	Easel	
	Microphone	White Board	TV	Cake / Dessert Table	
	Screen	Chalk Board	VCR/DVD	Keys / Ministry Only	

Licensee Signature

Date

Print Name

Pastor Approval

Cc: Reception Committee (3) / Maintenance (2) / File
 Entered into Schedule _____ (T) (C) Publicity _____ Date _____