



For use by New Hope Baptist Church Ministries Only



APPLICATION FOR EVENTS

New Hope Baptist Church

Attn: Event Coordinator

Please complete, sign and return to the church office. Your event will be added to the calendar and bulletin, if necessary, after the Pastor has approved of the event.

REQUESTER _____

MINISTRY _____

E-MAIL: _____

PHONE _____

EVENT DATE _____

TYPE OF EVENT: _____

EVENT NAME _____

EVENT START Time _____

EVENT End Time _____

Events on week days must end no later than 9p including clean-up time. Events on Friday's and Saturday's must end no later than 10p including clean up time.

Services Requested from New Hope Baptist Church (check all that apply)

- Sanctuary – Banquet style
- Sanctuary – auditorium style
- Dining Room – banquet style
- Dining Room – auditorium style
- Pastor
- Musician
- Ushers/Greeters
- Tables – qty _____
 - Round
 - Banquet
- Motivational speakers
- Admin Office support
 - Copying
 - Typing
 - Binding
- Transportation
- Chairs – qty _____
 - Standard
 - Folding
- Trustees
- Kitchen Use
 - Warm Up only
 - Cook and prepare
 - Kitchen supplies, i.e. chafer dishes, serving utensils, etc.
- Dressing Rooms
- Sound Equipment

Purpose and Description of Event

AGREEMENT

I have read and understand the policies regarding events held at New Hope Baptist Church. I agree that I will abide by these policies and understand that failure to do so may result in the cancellation of my event at New Hope Baptist Church.

Signature of Requester: _____

Date: _____