

RESERVATION REQUEST
Please complete this form and email to
mayfairpresbyterian10@gmail.com

Today's Date: _____ Event Day of Week / Date: _____/_____

Number of People: _____ Starting Time: _____ Ending Time: _____

Description of Activity: _____

User's Information

Organization: _____

Primary Contact: _____ Phone(s): _____

Address: _____ Email: _____

Secondary Contact: _____ Phone(s): _____

Address: _____ Email: _____

Facilities Reserved	Cost	Payment Amount	Date
____ Sanctuary (250 capacity)	\$300	_____	_____
____ Monsen Chapel (24 capacity)	\$100	_____	_____
____ Social Hall (75 capacity)	\$50.00/hour	_____	_____
____ Fellowship Hall	\$50.00/hour	_____	_____
____ Kitchen (use of stove, ovens, refrigerator – only with assistance of church attendant)	\$50.00/hour	_____	_____
TOTAL FACILITIES FEE:			
Security Deposit (50% of total)	_____	_____	_____
Amount Due:			

Number of: Tables _____ Chairs _____ (please attach a drawing of desired floor plan)

Other: _____

Professional Services Requested: Fee negotiated with provider at the time of use, based on the request.

Minister: _____ Organist/Pianist: _____ Other Musician: _____

Payment Policy: The Security Deposit is due, in cash, at the time of reservation, and refunded after inspection, provided facilities and equipment are left in good order, and all non-church items are removed. All amounts are due in full, in cash, one week prior to the event date.

Cancellation Policy: Cancellation less than 7 days prior to the event will result in forfeiture of the Security Deposit.