

RESERVATION REQUEST

ST MARK'S PARISH

NAME OF PARTY REQUESTING RESERVATION \_\_\_\_\_

PHONE NUMBER/E-MAIL \_\_\_\_\_

NEW/EXISTING RESERVATION? \_\_\_\_\_

RESERVATION DATE(S): \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_

SET-UP TIME/BREAK DOWN TIME: \_\_\_\_\_

EVENT DESCRIPTION/MINISTRY: \_\_\_\_\_

EVENT TO ACCOMMODATE = NUMBER OF PEOPLE/SPECIAL

EQUIPMENT: \_\_\_\_\_

RESERVATION TAKEN BY/DATE: \_\_\_\_\_

RESERVATION ENTERED BY/DATE: \_\_\_\_\_

ROOM NUMBER: \_\_\_\_\_

EDITED/DATE: \_\_\_\_\_

CONFIRMATION E-MAILED: \_\_\_\_\_