

Little Flower Facilities Reservation Form for Private Events
5560 Kirby Ave. Cincinnati, Oh 45239, 541-5560, Fax 681-2631

Events on Saturday must end by 3:00 p.m. and cannot start before 6:00 p.m. Sunday events cannot start before 12:00 p.m. Please note that because Cincinnati Achievement Academy leases space from Little Flower, groups will not have access to the Parish Center, deck, fields, or cafeteria for setup until 4:00 p.m. on weekdays. Weekday events may not begin until 5:00 p.m., except in special circumstances.

Organization _____

Name of event _____

Person in Charge _____

Email _____

Phone number _____

Area Requested and fee:

_____ Cafeteria (maximum capacity 250), \$300 plus \$250 security deposit

_____ Parish Center (maximum capacity 350), \$400 plus \$250 security deposit

_____ Concession deck/Fields, \$50

_____ Old Church, \$25/day

_____ Other _____

Days/date (mm/dd/yy) requested for meeting/event: _____

Setup Time (if applicable) _____

Start Time _____

End Time _____

Cleanup Time (if applicable) _____

- A temporary liquor permit is required for all events that sell alcoholic beverages or charge admission and serve alcoholic beverages.
- Your request will be reviewed, and you will be contacted if clarification is necessary. A confirmation letter will be mailed to you.

Please read the guidelines and the following before signing the reservation form:

I agree to the terms and guidelines for use of the facilities and accept full responsibility for any damage to the building or contents that may occur during the time I have indicated the event is taking place.

Signature of person in charge

Date