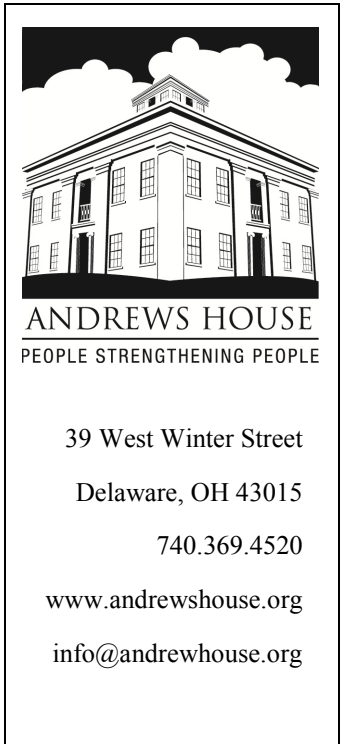


# NON-PROFIT EVENT REQUEST FORM

Thank you for your interest in Andrews House, a 501c3 non-profit help-giving community center. To guarantee your reservation, please fill out the information below and return this form, along with a \$20 non-refundable deposit. An invoice will be mailed prior to your event.



**Date(s) requesting:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Purpose :** \_\_\_\_\_

Anticipated number attending: Adults \_\_\_\_\_ Youth \_\_\_\_\_ Children \_\_\_\_\_

Time of event: Beginning time: \_\_\_\_\_ Ending time: \_\_\_\_\_

Set up will begin at: \_\_\_\_\_ Clean up will end at: \_\_\_\_\_

*(Billing time will include the total amount of time that the room(s) will not be available to other parties)*

## Room(s) requesting:

- Great Room (\$17.75/hour)       Kitchen (\$14.50/hr kitchen only, \$15 flat fee when renting other rooms)  
 Dining Room (\$17.75/hour)       Nicely Room (\$12.50/hour)

## Additional items available at no charge:

- |  |                                |
|--|--------------------------------|
| Chairs: 83 available                       | 5 Tables: rectangular, 4' x 2" |
| 6 Tables: round, 48" (seat 6)              | Dry erase board                |
| 2 Tables: round, 54" (seat 8)              | Coffee service equipment       |
| 10 Tables: rectangular, 6' x 2.5" (seat 8) | *DVD/VCR/TV                    |

## Items available for an additional charge:

- \* Projector/Screen (\$5/hr –max. \$25/day)

\*Please let us know if you will need these items for your event.

Liability Insurance Policy & Holder Number \_\_\_\_\_

Some events may require the addition of Andrews House to the insurance policy for the event.

*I understand that I am responsible for set-up, clean-up, and any damage that I or my group cause in the building or on the grounds, and that I will be assessed an additional fee for not doing so.*

### EMERGENCY PHONE NUMBERS:

If your event is held during non-business hours and there is an Emergency situation, please call one of the following:

Taylor Quinn: 614-519-5682  
Mel Corroto: 740-971-3489  
Liz Bowman: 740-815-2783

### For Office Use:

Deposit Amount: \_\_\_\_\_  
Date Received: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_