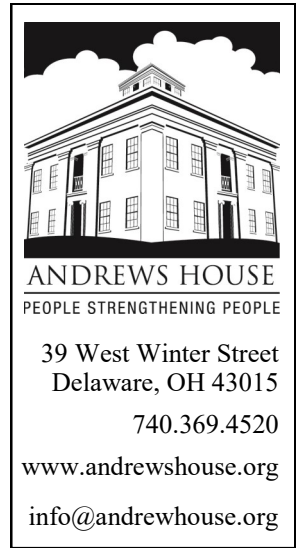


# PRIVATE EVENT REQUEST FORM

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. *Please note: there is a \$100 minimum on weddings and wedding rehearsals.*



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

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

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

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

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

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

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

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

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

Beginning time: \_\_\_\_\_ Ending time: \_\_\_\_\_

**Room(s) requested:**

- Great Room (\$25.00/hour)
- Kitchen (\$25.00 hour) Kitchen only(\$20 flat fee when renting other rooms)
- Dining Room (\$25.00/hour)
- Nicely Room (\$20.00/hour)

**Additional items available for use at no charge:**

- Chairs: 83 available
- 5 tables: rectangular, 4' x 2'
- 10 tables: rectangular, 6' x 2.5" (seat 8)
- 6 tables: round, 48" (seat 6)
- 2 tables: round, 54" (seat 8)
- Coffee service (12-cup coffee maker and push-pots available—please provide your own supplies)

**Items available for an additional charge:**

Projector/Screen (\$5.00/hr –max. \$25.00/day)

Please let us know if you need the projector and screen. It is also recommended that you stop in to ensure that you have the proper cords, etc. for use with our machine.

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

Some events may require a liability certificate naming Andrews House as an “additional insured.”

*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.*

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

**EMERGENCY PHONE NUMBERS:**

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

<b>Alison Humphreys</b>	<b>740-803-2968</b>
<b>Mel Corroto:</b>	<b>740-971-3489</b>
<b>Liz Bowman:</b>	<b>740-815-2783</b>
<b>Shelly Emans</b>	<b>740-975-4402</b>

**Would you like to receive our newsletter?** \_\_\_ Yes \_\_\_ No \_\_\_

**For Office Use:**

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