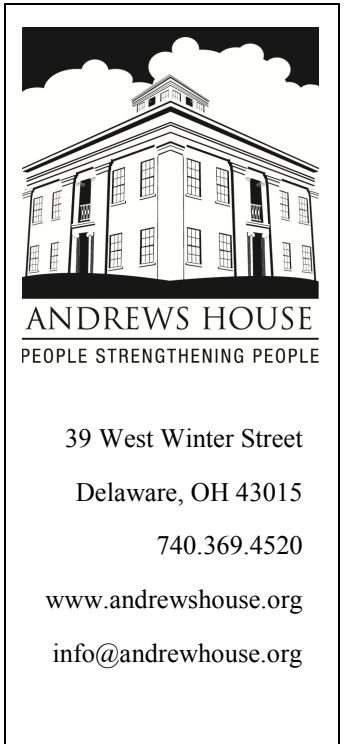


PRIVATE EVENT REQUEST FORM

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 _____ 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 (\$24.50/hour)

___ Kitchen (\$24.50/hr kitchen only, \$20 flat fee when renting other rooms)

___ Dining Room (\$24.50/hour)

___ Nicely Room (\$19/hour)

Additional items available at no charge:

Chairs: 83 available

*DVD/VCR/TV

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)

5 Tables: rectangular, 4' x 2"

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 _____