

Permission Form for Events (Outside Events)

Date Submitted:

Group or Organization:

Contact Person:

Contact phone (reachable during Vestry meeting):

Proposed Date of Event:

Times (including set-up):

Has Date been checked with Secretary? Y _____ N _____

Set-up Date(s):

Event:

Nature of Event:

Appr. Number of Attendees:

What is money to be raised for (if fundraiser):

Church facilities to be used:*

*such as which building, which room, # tables, chairs, kitchen, dishwasher, oven, dishes, steam table.

Is event to be catered? Y_____ N_____

If yes,

- caterer must show proof of insurance
- will caterer need
 - gas stove & ovens Y_____ N_____
 - steam table Y_____ N_____
 - dishwasher Y_____ N_____

Proof of Insurance _____

Approved on _____

Clerk _____

NOTE! The Vestry meets on the third Tuesday of every month. There is **NO** Vestry Meeting in **August**, so you must put in September requests in time for the July Vestry meeting.