**Church Community Events Booking Request Form**

We are excited to receive your request to book an event for the Church!

To help us schedule your event and provide you with information for support services, please complete and submit this form to the Church office, or online at http://rdlunitedchurch.org/booking-calendar/.

***Note*:** If you are planning an **off-site** event/activity, please use the booking form to fill in the event name, date, time, contact information and off-site location so your event can be added to the church calendar and to the church advertising. Any details can be filled in on the notes sections.

***Your booking will be complete when you receive written confirmation from the Church Office.***

1. **Check the “Booking Calendar”** on the RDLUC website for available dates, and choose the date for your event (and set-up if required). Please keep in mind that we don’t want to overload our wonderful helpers by booking major events too closely together.
2. What is the **Events Name**?
3. **Event Coordinators** – please fill in the names and contact information for the key Coordinators
4. **Requested event dates** – include setup time and takedown time so the complete timeslot is booked for your event.
5. For **Fundraising events**, please note where the proceeds will go e.g. Capital Project, Outreach etc.
6. Select all **areas of the church** where your event will take place.
7. **Advertising**: Let us know what the event is all about. Messenger, Slides and Posters are created for all events/programs. If you would like to add Signup Sheets, Road Sign or Worship Announcement, please let us know.
8. Identify what furniture will be needed.
	* Your team will be responsible for setting up and taking down any additional furniture used for your event. The space should be returned to the “normal” setup.
9. Do you need **Hospitality Support**?
	* The Hospitality Events Team is available to help with serving food and preparing beverages.
	* Make sure that "Safe Food Practices" are used when preparing or setting out food. If you are unsure how to do this, please ask if someone from your group is familiar with these practices and is willing to help, or contact a member of the Hospitality Events Team.
10. **Kitchen use**
* **"How to"** signs are posted in each kitchen, and a booklet containing “Safe Food Practices” is available in both kitchens (upstairs – in the drawer by the fridge, and downstairs in the drawer by the handwashing sink).
* **If assistance is needed** for food or coffee preparation, if you have questions about cleanup procedures, or if there are any problems, please call Marj Den Hoed (marjdenhoed@gmail.com), Larry Stilwell (lbstilwell@shaw.ca), or Wendy Johnson (woodlarkmeadows@hotmail.com).
* Please make sure the space that has been used by your group is returned to the condition in which it was found – clean, and ready for the next group.
1. **If alcohol is to be served**, a Liquor License and Certificate of Alcohol Liability Insurance ($5,000,000) must be purchased and submitted to the office no later than one week prior to the event. The “Serving of Alcoholic Beverages Policy” is also to be reviewed and signed by one of the Event Coordinators.
2. Do you need **AV Team support**?
3. If you are the last to leave the church, make sure that it is properly locked and the alarm set. If there is no **keyholder** on your team, please contact the church office so arrangements can be made.
4. **Photographs**: Please take photos of your event to help keep our Photo Wall up-to date and interesting! Send them to rdluchospitality@gmail.com

**Any questions? Please contact the church office at office@rdlunitedchurch.org or phone 403- 256-3181**

**Refer to page 1 for information on numbered entries.**

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| **2. Event Name:**      Max # participants expected:       |
| Program at the church: [ ]  Program off-site: [ ]  If off-site, Location:        |
| **3. Event Coordinators’ Contact information:** provide at least two contacts |
|  | email | Home Phone | Other Phone |
| Lead:       |       |       |       |
| Alt. 1:       |       |       |       |
| Alt. 2:       |       |       |       |
| **4. Event Date(s)** - If Event is on more than one date, please enter details in Notes section below. |
| Set up Date:       | Setup start time:       | Setup end time:       |
| Event Date(s):       | Event start time:       | Event end time:       |
| Take down Date:       | Take down start time:       | Take down end time:       |
| **5.** **Fund raising** event: [ ]  Fundraiser for: Capital Project Specify:        **OR** Outreach Project Specify:        **OR** Other Project Specify:        |
| **6.** **Space** requested (check all that apply): | [ ]  Sanctuary  | [ ]  Midlands Link | [ ]  Upper Kitchen | [ ]  Chapel | [ ]  Resource Room |
| [ ]  Lower Hall | [ ]  Lower Kitchen | [ ]  Youth Room | [ ]  Multipurpose Room | [ ]  Upper Room |
| **7. Advertising:** [ ]  Road Sign [ ]  Signup Sheet [ ]  Worship announcement |
| **Messenger/Advertising Blurb** – recommend 50 words or less.       |
| **8. Use of furniture:** (Event team is responsible for own set up and take down)Please indicate the number of each needed. Long Tables:       Chairs:      Other (specify):       |
| **9. Hospitality Team support:** Does your event need assistance with hospitality? yes [ ]  no [ ]  Specify the support you would like in the Notes section below. |
| **10. Food Service:** If you are preparing / serving food for your event, Event Coordinators are asked to refer to item 10 on page 1. This will help you, and help all of us, provide safe food, and keep our kitchens tidy and sanitary for the next group to use. |
| Food/beverages to be served: yes [ ]  no [ ]  Use of: Stove [ ]  Fridge [ ]  Sanitizer [ ]  Dishes [ ] **11.** Alcohol to be served yes [ ]  no [ ]  **Please note:** alcoholic beverages are permitted to be served at RDLUC with restrictions - Alcohol Policy 2010. |
| **12.** Sound Tech. required: yes [ ]  no [ ]  If yes, technician will be booked by the Church OfficeRehearsal Date :       Time:       Event day time to arrive:       |
| **13. Church security:** Is there an authorized key-holder on the event team? yes [ ]  no [ ]  If no, arrangements must be made through the Church Office for access to the church.**Who will be responsible for securing the church after the event:**      Tel contact: (home)       (other)       |
| **Notes:**       |