

New Grace Apostolic Temple

2898 Packard Road • Ann Arbor MI 48108 • (734)477-6888 • Fax: (734)477-6892

Rental Request Form

Event Name/ Group: _____

CLIENT INFORMATION

Client Name: _____ Home #: _____
Client Address: _____ Work #: _____
_____ Fax #: _____

EVENT INFORMATION

Type of event: _____ Number of guests: _____
Event Date: _____
Access time: _____ Start time: _____ End time: _____ Exit time: _____
Event Description: _____

If wedding, bride & groom names: _____
Reception? yes _____ no _____ Start time: _____ End time: _____
Rehearsal date: _____ Start time: _____ End time: _____
Rehearsal dinner? yes _____ no _____ Start time: _____ End time: _____

BUILDING USE INFORMATION

Portions of building requested: Sanctuary _____ Fellowship Hall _____
Will client(s) use kitchen? yes _____ no _____ If yes: catering _____ cooking _____
Caterer's name: _____ Phone #: _____
(must read policy statement regarding kitchen use & cleaning)

EQUIPMENT USE INFORMATION

Client using church tables & chairs? yes _____ no _____
Client renting tables & chairs? yes _____ no _____

DEPOSIT

In order to reserve your date, this form must be accompanied with a \$300 rental deposit. All rental requests are taken on a first-come, first-served basis. All rentals must be approved or denied by the pastor. Once your event and date have been approved, you will receive a confirmation letter and contract by mail. In the event that your date is no longer available, your rental deposit will be refunded immediately.

CANCELLATION POLICY

If the event is cancelled two weeks or more prior to the event date, your rental deposit will be fully refunded. However, events cancelled less than two weeks prior to the event date will forfeit their rental deposit. (Security deposit will be refunded in full regardless of cancellation date).