

E.C.C.O. Building Reservations

Application

Applicant's Name _____ Date of Application _____

Contact (#'s) (H) _____ (W) _____ (C) _____

Email Address _____ Mailing Address _____

Type of Event _____

Estimated attendance _____ Date of Event _____ Time of Event _____

Church or Organization's Name _____

Address _____

Please Indicate needed Items (x)

Stage _____ Classrooms _____ Dressing rooms _____ Tables _____ # _____

Chairs _____ # _____ Piano/Organ _____ Sound System _____ Mics _____ # _____

Podium _____ Overhead projector _____ Television/ VCR _____

Other: _____

Our Kitchen is not available to persons leasing the E.C.C.O. building unless our caterers are used. If you wish to use our caterers a contact person will be provided to you once application is turned in.

All applications will be reviewed within 5 business days. At that time someone will contact you to set up an appointment to meet and discuss your event. A deposit will be required at this time to hold your date.

Please note that all agreements are final. Any materials not indicated on application or at the time the contract is signed will not be furnished at the time of the event.

No secular music is allowed in the E.C.C.O. building. All music must be approved by the E.C.C.O. coordinator.

Outside caterers may not use the kitchen for any purpose.

All fees are due (2) weeks prior to the event. If fees are not received the E.C.C.O. staff will not set up the building for the event, and all monies received will be forfeited.

All paper work including the occupancy lease agreement, building reservations and deposits must be turned in before event date is secured.

(Applicants Signature)

(Date)