

Memphis New Hope Church of the Nazarene Facilities Request and Contract

Complete and sign this form, then return it to 4692 Macon Road, Memphis, TN 38122 or via email newhopenaz@live.com

Group or Individual(s) requesting use _____

Person(s) Responsible / Event Coordinator(s)

Name _____ Name _____

Address _____ Address _____

Address _____ Address _____

Phone Number(s) _____ Phone Number(s) _____

E-Mail _____ E-Mail _____

Function _____

Date(s) Requested _____ Alternative Date _____

If recurring - Start Date _____ End Date _____

Time of event - Begin _____ End _____
(Set-up and clean-up times must be included)

Rehearsal time required? Yes, Date and Time _____ No

Facilities Requested

- Sanctuary
- Fellowship Hall
- Nursery
- Classroom(s) How many? _____
- Gymnasium

Facility or Service	Rental Fee	Total
Requested Facilities Rental <small>(See FEES In Facility Use Policy)</small>	\$	\$
Church Staff Needed	\$ / per staff member	\$
Set-Up Fee	\$	\$
Clean- Up Fee	\$	\$
Other _____	\$	\$
	\$	\$

Vendors Associated with Event _____

Number of expected guests _____

Equipment Needed / Special Requests _____

By signing this form you are agreeing to comply with the Facility Use and Wedding Policy (if applicable).
Reservations will be considered firm when this form is returned, along with any applicable fees.

We/I have received a copy of the Facility Use and Wedding Policy (if applicable) and agree to its terms. We/I understand that Memphis New Hope Church of the Nazarene has the authority to add to or modify these policies as needed for any wedding situation, if applicable. We/I absolve the church, its pastor, leadership, members or people of any liability for personal injury to any individuals resulting from the use of the real estate and agree to be responsible for any property damage that results during the use of the real estate. We/I agree to report any damage to the church office promptly.

Signature _____ Signature _____
Date Signed _____

<p><i>For office use only:</i></p> <p>Approved by _____ Date _____</p>
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