

# Room Reservation Request

817 Sable Street  
Alpena, MI 49707

Ph: 989.354.3019

www.alpenacatholics.org  
info@alpenacatholics.org



## Contact Information

Contact Person: \_\_\_\_\_ Daytime Contact Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Parish Group/Ministry Name: \_\_\_\_\_

## Event Details

PRIOR TO THE EVENT: Will the space be needed prior to the date of the event? If so, please list dates/times:

\_\_\_\_\_

Event Date(s)/Time: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

\*When will you need the building open, if you haven't secured a key from the Parish Office?

\_\_\_\_\_

POST EVENT: Are there any items that will be needed to be picked-up from the event the next day?  
Is this anything that would prevent the use of that room until those items have been picked up?

\_\_\_\_\_

## AUDIO-VISUAL

Will you need any of the following for your event?

Microphone

Video Equipment

Audio Equipment

Playing a slide show?

Playing music?

Playing a video?

Is there someone from your group who is trained in using our audio-visual system who has agreed to help facilitate this equipment for the event? Please circle: Yes No

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Will there be liquor at this event? Please circle: YES NO

*[Liquor license needs to be applied for 2 months in advance from the State of Michigan]*

Will there be any raffles? Please circle: YES NO

*[Raffle license needs to be applied for 2 months in advance from the State of Michigan]*

Parish related event? Please circle: YES NO

*[If NOT a parish related event, a copy of liability insurance may be needed]*

## Please Be Aware

- This is a request form. Your room is **not guaranteed** until you receive a confirmation back from the Parish Office.
- We understand that sometimes meetings need to happen quickly without much advance notice, however, whenever possible, we request that you submit this form at least **2 weeks** prior to the date of your event.
- If you are filling out this form for a recurring event (e.g. monthly meeting) you can submit just one form with the dates for the year.
- There are no exceptions to this form.