

CROSSPOINT

A Community Following Jesus Loving People

Facility Request Form

Name _____ Phone number _____

Email _____

Type of event: _____

Date requested: _____

Start time of event: _____ (do not include set up time)

End time of event: _____ (do not include clean up time)

(1.5 hours for small events, and 3 hours for large events will be added for set up clean up)

Would you like more time for setup/clean up? yes no

Additional set up time _____

Additional clean up time _____

Estimated number of guests: _____

Who will provide food:

professional, licensed caterer

event user

we will not be serving food

Will alcohol be served? yes no (If yes, please read our alcohol policy carefully)

Optional charges

Sound system (simple set up-4 hand held mics and CD player and monitors)

Full Sound system (for live bands or DJ's wishing to our connect to our system)

Grand Piano

Stage Lighting

Tech to run lights during events

Projectors