

All fields must be completed and this form must be turned in 6 weeks prior to event.

Contact Name: _____ Contact Phone: _____

Contact Email: _____ Ministry/Dept: _____

Name of Event: _____

Description of Event:

Event Start and End Dates: _____ Total Number of Weeks: _____

Event Date Pattern: Event repeats every Week Month on what day(s): _____

Event Start Time/End Time: _____ Set-Up Start Time/End Time: _____

Is Registration Required? Yes No How many can register or is it unlimited? _____

What rooms are needed for this event:

Event is off-site: _____

Anchor Building

- Cadet A: 21
- Deck A: 22
- Foundry A: 24
- GEMS Wave
- Gym
- Kitchen
- Loft
- Nursery
- Portable

Red Brick Church Building

- Great Room R: Room 16
- Infant Nursery R: Room 18
- Kitchen R: Room 2
- Lounge/Library R: Room 21
- Music Room R: Room 4
- Nursery R: Room 5
- R: Room 1 R: Room 6
- R: Room 11 R: Room 9
- R: Room 13 Sanctuary
- R: Room 14
- R: Room 15

Resources:

- 07 Chevy Van (15) 13 Chevy Van (15) Blue Ford Van (12) Canoe Trailer
- Cargo Trailer Grey Bus (16)
- Portable Sound Portable White Board Projector Sound Technician
- Need TV/DVD Player
- Need ____ (#) Adult Round Tables with ____ (#) Chairs
- Need ____ (#) Adult Rectangular Tables with ____ (#) Chairs
- Need ____ (#) Child Tables with ____ (#) Child Chairs
- Need ____ (#) Tables for Food
- Check-In Kiosks
- Cotton Candy Machine Popcorn Maker Sno Cone Machine

Childcare Needed: Yes or No Approximate # of children: _____

Our Group/Ministry would like to provide our own childcare. We will meet the guidelines as indicated in the Harderwyk Child Protection Policy. All volunteers need a current background check. Our Group/Ministry would like to use Volunteer Childcare or Paid Childcare Workers. (Contact our Childcare Coordinator at christinemac@harderwyk.com to schedule volunteers).

Registration/Check-In Procedure:

Would you like this event listed on the church calendar online? Yes or No

Do you need the kiosks for check-in? Yes or No

Name Tags Needed? Yes or No

Do you need security receipts? Yes or No

Please drop off or email this form and a set up form to the Harderwyk Office at dee@harderwyk.com no later than six weeks prior to the event.

Once approval has been obtained from the appropriate ministry staff, you will be notified by email that your request has been approved. If a request is denied, an explanation will be given.

Signature: _____ **Date:** _____

Office Use Only	Date Submitted: _____ Date Confirmed: _____ <div style="text-align: right; margin-top: 10px;">Entered by: _____</div>
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