

**GRACE CHURCH in HADDONFIELD
APPLICATION FOR SPACE USE**

- 1) **Name of Applicant:** _____
(or Organization)
- 2) **Mailing Address of Applicant:** _____

- 3) **Name of Contact Person:** _____
- 4) **Check if Organization is:** Incorporated ___ / Holds Liability Insurance ___ / Non-Profit ___
Sponsored by Grace Church ___ / Approved for Space Use Before ___
- 5) **Telephone Number of Contact Person:** _____
- 6) **Date of Application:** _____
- 7) **Date of Space Use:** _____
- 8) **Area(s) Requested:** _____
- 9) **Hours Required:** **From:** _____ / **To:** _____ / **Duration:** _____
- 10) **Purpose of Space Use:** _____
- 11) **Setup will be done by:** Group Church Caterer
(Please show any special setup requirements on the back of this page)
- 12) **Number of Persons to Attend:** _____
- 13) **Is Food Being Served:** _____ **Catered:** _____
- If Catered, Please Indicate by whom:** _____
- 12) **Type of beverages to be served:** _____

ALCOHOLIC BEVERAGES REQUIRE PRIOR APPROVAL BY THE VESTRY*
If Alcoholic Beverages are to be served, please indicate how the dispensing of Alcoholic Beverages will be controlled:

Security Deposit: \$ _____
Space Use Fee: \$ _____

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Application is hereby made to the Grace Church in Haddonfield Vestry for use of the space as listed on the previous page.

It is hereby understood and agreed that any application fees shall accompany this application and the undersigned will assume responsibility for the payment of any damage to, loss of property that may result from this use, and for the observation of all regulations of the Grace Church in Haddonfield Vestry.

Name of Applicant / Organization

Signature of Applicant

Reviewed and Approved by: _____ **Date:** _____

Denied (Reason): _____

Vestry Approval: _____ **Date:** _____