

The Unitarian Church of Montpelier -- Request for use of space in the building

Name of Contact: _____

Organization (if any): _____

Event name/type: _____

Mailing address: _____

Phone/e-mail: _____

Other contact info: _____

Space to be rented: _____

Equipment/other: _____

Your reservation must include the time you need to set up and clean up. *Example: Your party starts at 7 PM and is over at 10 PM, but you will need two hours to set up and one hour to clean up. You should rent the hall starting at 5 PM and ending at 11 PM.*

<u>Date(s)</u>	<u>Time in</u>	<u>Time out</u>	<u>Start time</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Fee quoted: _____ Security deposit amt.: _____

Comments or special conditions: _____