

# BETHANY EVANGELICAL MISSIONARY CHURCH Request Form

Date of Event: \_\_\_\_\_

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Bus. Ph. \_\_\_\_\_

E-mail: \_\_\_\_\_

## Details of Event

Date \_\_\_\_\_

Type of Function \_\_\_\_\_

Time of Function \_\_\_\_\_

Expected # of Guests \_\_\_\_\_

If Wedding:

Pastor \_\_\_\_\_ Booked

Reception Location \_\_\_\_\_

Date and time of set-up \_\_\_\_\_

Date and time of rehearsal \_\_\_\_\_

## Facilities Required

Auditorium  Bethany Room  Foyer

Gym  Kitchen Upstairs  Kitchen Downstairs

Meeting Room(s)  # \_\_\_\_\_

Other: \_\_\_\_\_

Notes for set up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EQ Rental Supplier \_\_\_\_\_

EQ Delivery Date/Time \_\_\_\_\_

EQ Pick-up Date/Time \_\_\_\_\_

## Equipment and/or Audio Visual Requirements

Sound Technician

TV/VCR

Overhead

Video Projection Unit

Other Equipment  details \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Office Use Only

Key Required \_\_\_\_\_ Key returned \_\_\_\_\_

Custodial Services booked

Total Rental Cost \_\_\_\_\_

Sound Technician booked

Deposit Paid \_\_\_\_\_

VPU Technician booked

Balance Paid \_\_\_\_\_

Facility Supervisor booked

Booked on calendar

**PLEASE COMPLETE AND RETURN TO:  
BETHANY EVANGELICAL MISSIONARY CHURCH,  
160 LANCASTER ST EAST, KITCHENER ON N2H 1N2  
519-745-0151 OR PUT IT IN MAIL BOX #89.**

# KITCHEN GUIDELINES

- Please clean all dishes etc. and put them back where they belong.
- Clean counters BEFORE using them & AFTER they are used.
- Sweep the kitchen floor and wash if it is sticky or unclean.
- Please take food/dishes etc., which you brought for your gathering home with you (any dishes left in the kitchen will be moved to the lost and found area).
- If you have spilled juice etc. in the fridge please clean it up before leaving.
- Any foods left in the fridge not marked will be discarded
- Please do not use any food in the fridge that is not yours.
- If you have used the stove it is to be left clean. Make sure and turn off the burners/oven.
- If you use tablecloths or tea towels for your function, it is your responsibility to wash them.

IF EVERYONE DOES THEIR PART  
WE WILL HAVE A CLEAN KITCHEN  
FOR EVERYONE.