Gregg Chapel AME Church

# Life Center Rental Application

## Contact Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name: |  |  |  | Date of Event: |  |  |
|  |  | Last | First |  |  |  |  |  |
| Address: |  |  |  | Phone: |  |  |
|  |  | Street address | Apt/Unit # |  |  |  |  |
|  |  |  |  | Email:  |  |  |
|  |  | City | State | Zip Code |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sponsoring Group: |  |   |  | Start Time: |  |  |  | End Time: |  |  |
|  |  |  |
| Event/ Project Name: |  |  |

## Event Information

|  |  |  |  |
| --- | --- | --- | --- |
| Brief Description of Event: |  |  |  |
|  |  |  |  |
|  |  |  |
|  |  |  |  |
|  |  |  |
|  |  |  |  |
| Room Requested: |  |  |  |
|  |  |  |  |
| Services Requested: |  |  |  |
|  |  |  |  |
| Tables [ ]  |  | Chairs [ ]  |  | Podium [ ]   |  | Audio/ Visual Equipment [ ]  |  | Microphone [ ]  | Room Setup [ ]  | Other [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| Room Layout Options: |  |  |  |
|  |  |  |  |
| Theater Seating [ ]  |  | U-Shape [ ]  |  | Banquet [ ]   |  | Reception [ ]  | Other [ ]  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Expected Time to Enter Facility |  |  |  | Expected Time to Depart Facility |  |  |
|  |  |  |

## Disclaimer and signature

I understand that a deposit will be required 30 days prior to the approval of the application. Space is not guaranteed until your deposit is received

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Signature: |  |  |  | Date: |  |  |

\* Please send application to mccelvya@greggchapel.org or drop off at Gregg Chapel AME Church

15 Carson Dr. SE, Ft. Walton Beach, Florida 32548