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: | | | |  |  |  | | | | | | | | | | | | | | | | | | |
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| 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](mailto:mccelvya@greggchapel.org) or drop off at Gregg Chapel AME Church

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