Maria Walker-Event Coordinator
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210 W. Center Street
Visalia, CA 93291
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Facility Rental Request

210 is a ministry of 1st Presbyterian Church
"We serve Christ by serving others"

EVENT BOOKING FORM

Name of Event _____

Event Date(s)_____Event Time(s) _____

CONTACT DETAILS

Company Name_____Contact Name _____

Contact Email_____Contact Phone _____

Billing Address _____

Booked by (leave blank if same as contact)_____

ROOM SETUP DETAILS

Space Requested: _____ Assembly Room _____ Conference Room _____ Prayer Room
_____ Lobby _____ 210 Facility _____ Courtyard

Approximate number attending _____

TABLE SETUP _____ Number of round tables Number of rect tables_____ Number of chairs_____

AUDIO/VISUAL *A 210 audio/visual technician will set up and operate any necessary equipment.*
Sound check will occur 30 minutes before the event.
Customer MUST bring files on a thumb drive/laptop.

_____ Number of microphones ☐ Podium ☐ Stage monitors use

Additional Requests _____

CATERING Number of buffet tables _____ Drink table ☐

PAYMENT DETAILS

INVOICE ☐ CHECK ☐ 501c3 Nonprofit Organization ☐ Yes ☐ No

DECLARATION

1 I am responsible to notify the participants at my event that pictures/audio maybe taken and used by 210 in its communications media. Initial here please _____

I acknowledge that 210 and the First Presbyterian Church property are smoke-free, drug-free and alcohol-free facility_____