

FELLOWSHIP HALL RENTAL INFORMATION FORM

EVENT:

Date & Time _____

Set-Up Time: _____

Type: _____

Number of People: _____

LICENSEE:

Name: _____

Home Telephone Number: _____

Cell Telephone Number: _____

LICENSEE INSURANCE INFORMATION:

Licensee shall provide a certificate of insurance which would include the following:

Insurance Company _____

Representative & Telephone Number _____

Policy Number _____

Policy Effective Dates _____

Limits of Insurance _____

HEATING (instruction to use) _____ YES _____ NO

AIR CONDITIONING (instruction to use) _____ YES _____ NO

TEMPORARY WALLS TAKEN DOWN

Right Side (entering fellowship hall) _____ YES _____ NO

Left Side (entering fellowship hall) _____ YES _____ NO

ADDITIONAL COMMENTS & REQUEST:

Licensee will have two weeks from scheduling date to complete paperwork and submit \$175.00 for the Fellowship Hall rental to:

Prince of Peace Evangelical Lutheran Church, 2445 Lake Minsi Drive, Bangor, Pa. 18013

Licensee will have two weeks from scheduling date to complete paperwork and submit \$35.00 for Fellowship Hall clean up to our Sexton, 2445 Lake Minsi Drive, Bangor, Pa. 18013

Licensee's Signature: _____ Date Signed _____

*** PLEASE RETURN THIS COMPLETED FORM WITH PROPER RENTAL AMOUNT TO ***

Prince of Peace Lutheran Church

Property Committee Representative Telephone Number: _____

Church Secretary Telephone Number: 610-588-2355

OFFICIAL USE ONLY

Date Received Of Signed Prince of Peace Lutheran Church Rental Agreement: _____

Payment Received Date: _____ Check Numbers: _____

Event Date & Time Reserved: _____

Recorded on Main Calendar: _____ Secretary's Book

Recorded on Wall Calendar: _____ Event Calendar in Narthex

Revised 9/22/2022

