

# Saint Anne Parish - Multiple Event Reservation Form

*Please submit this form a minimum of 10 days in advance of your first meeting/ event.*

Name of group or ministry: \_\_\_\_\_

Contact Person (required): \_\_\_\_\_

Phone (required): \_\_\_\_\_

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

Purpose of events: \_\_\_\_\_  
 \_\_\_\_\_

Date	Time	Anticipated Attendance	Room(s) Requested

**Available Room(s):**

- |                     |                 |                      |                      |
|---------------------|-----------------|----------------------|----------------------|
| Church              | Chapel          | Hall                 | Kitchen (Hall)       |
| Kaye Room           | Ames Room       | Miller Room          | Whitney Room         |
| Beaudoin Room       | Gruskowski Room | Rectory Conf. Room 1 | Rectory Conf. Room 2 |
| Rectory Dining Room | Rectory Porch   | Field                |                      |

***Please note: The Multiple Event Reservation Form is for reservation of the meeting space only. For each meeting/ event, please submit an Event Planning Form at least ten days prior to the meeting / event.***

***Submitted by:***

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

<small>Revised 5/29/15</small>
<b>For Office Use Only:</b>
Received by: _____ Date: _____
<input type="checkbox"/> cc Facility Manager <input type="checkbox"/> Mass Record Book <input type="checkbox"/> Online Calendar <input type="checkbox"/> Heating Controls <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____