

Trinity Episcopal Cathedral

100 West Roosevelt Street at Central Avenue in Phoenix, Arizona 85003

602.254.7126 — 602.495-6612 (Fax) — office@trinitycathedral.com

Form revised March 9, 2006

Facilities Request Form

Contact Information

GROUP NAME: _____

PERSON IN CHARGE OF EVENT:

PHONE:

FAX:

E-MAIL:

MAILING ADDRESS:

Times Requested

DAY & DATE OF EVENT: _____

EARLIEST YOU WILL ARRIVE: _____

START & FINISH TIME OF YOUR EVENT: _____

TIME ALL LEAVE BUILDING: _____

CIRCLE ONE: ONE-TIME REQUEST RECURRING MEETING

PLEASE DESCRIBE PATTERN OF RECURRENCE:

IF TIMES AND DATES VARY IRREGULARLY, LIST ON SEPARATE PAGE.

Set-Up Our Group will setup & reset furniture

CHAIRS NEEDED: _____

TOTAL TABLES NEEDED: _____

____ Folding Chairs

____ Round Tables (Seat 8-10)

____ Wooden Chairs

____ Banquet Tables (6')

Tablecloths Needed*

Amplified Sound

Cathedral Organ*

Podium

Cathedral Piano*

Easel

Other Piano*

Flip-Chart

Flower Stands

Overhead Projector

Projector Screen

Music Stands

Slide Projector

Big Screen Television

Smaller TV with VCR

Smaller TV with VCR

Extension Cords

*Donation Requested/Reimbursement Required

Event Description

BRIEFLY DESCRIBE YOUR FUNCTION:

HOW MANY WILL ATTEND? _____

Cathedral Facilities Needed

Cathedral

Nursery

Olney Room Gallery

Kitchen

Atwood Hall

Labyrinth

Staff Meeting Room

Other Areas:

Conference Room

Auditorium

Godly Play Room(s)

J2A Room

Place Apart

Tea Room

We request Cathedral staff to set up & reset*

PLEASE DESCRIBE YOUR SETUP (OR ATTACH DIAGRAM):

Cathedral Office Use

No Set Up

Event Level

EVENT MANAGER: _____

ON-SITE STAFF : _____



Event Planning Worksheet

Entry & Exit

Our Group's Hospitality Needs

- Coffee
 - Ice Water
 - Other Beverages
 - We will bring food*
 - Kitchen Prep Required
 - Refrigerator Needed
 - We will be cooking the meal in the kitchen
 - Catered Meal
 - Wine Served*
(Staff approval required)
 - Party Supplies Rented
- Meal/Party Supply Delivery Time(s):

Caterer/Supply Name & Number(s):

Other Services (reimbursement required):

- Nursery or child care
- Flowers/Decorations
- Fair Trade Cafe foods
- Kitchen supplies
- Tablecloth rental
- Setup Volunteers
- Food Prep & Service Volunteers
- Cleanup Volunteers
- Transportation Arrangements
- Hotel & Travel Arrangements
- On-site nurse
- Additional tables and chairs: _____
- Number of volunteer docents: _____
- Security or Police presence
- Overnight security
- Cathedral responsible for publicity
- News Media expected
- Other concurrent events on campus
- Special Equipment required (attach notes)
- Additional signage requested (attach notes)
- Setup/Equipment left in place overnight

Additional Notes

*Donation Requested/Reimbursement Required

- Event occurs during office hours [9A-4P, M-F]
- Event occurs after hours*
 - Cathedral Staff on-site coordinator needed
(Donation: \$15 per hour for building attendant)
 - Building hours: 8:30 AM to 10 PM, MON - SAT & 1 PM TO 10 PM SUN.
 - Group must advise staff or building attendant before departure so rooms may be reset and locked.

Special Note: *It is diocesan policy that all non-Diocesan groups that have events open to the general public are required to obtain at least one million dollars in liability insurance for any events at the Cathedral. After the policy is obtained, you must mail a certificate of insurance listing Trinity Cathedral, Episcopal Diocese of Arizona as an additional insured.*

Parking

- Number of Parking attendants required* _____
- We will have over 75 cars expected to park for this event; we request phone numbers and contact names for the following neighborhood parking lots:
 - Radio Station
 - Gold Spot Parking
 - Best Western
 - Maricopa Air Quality
 - Roosevelt Community Church
 - Irish Cultural Center

Donation & Insurance Information

Cathedral Office Use ONLY - Do not write in this box.

Agreed Donation Amount _____

(From Facilities Donation Matrix)

Donation: Check Delivered At Time of Event

Will Be Received By _____ Received by mail

Certificate of \$1,000,000 liability insurance on file

Diocesan group (no insurance required)

I understand that not all requests can be honored, and that Trinity Cathedral may deny this request for any reason; this event has not yet been approved.

Your Signature: _____

WHEN SIGNED, FAX TO 602.495.6612