

## PHCC Outside Users' Facility Usage Planning Checklist PHCC

Name of Organization: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Space being Reserved:

- Harmony Hall
- Villages Room

Date of Event: \_\_\_\_\_

Time of Event: Start \_\_\_\_\_ End \_\_\_\_\_

Set up Time: \_\_\_\_\_

Donation \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

Organ or Person      Donation \$      Total

Payment Enclosed: (Min. 50% of total) \$ \_\_\_\_\_

Remaining Amount Due at time of opening: \$ \_\_\_\_\_

*50% of Total Donation Deposit Required to reserve requested date and time - Non Refundable*

Event Name	Needed	In Place	Comments
Number of Attendees (provide count)		NA	
Is this a benefit for Non-Profit Organization?		NA	
Is alcohol being served or provided?			
Is a caterer being used?			
Round Tables (5' Diam) can seat 8			
8-ft Tables			
6-ft Tables			
High Top Tables (have 10)			
Pew Seating		X	Available around perimeter of room
Other Tables			
Tablecloths	NA	NA	Provided by Renter
Podium		X	
Projector		X	
Microphone - Handheld		X	



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