

# Facility Rental Request

Our Lady Queen of Martyrs Roman Catholic Church—Fort Lauderdale, FL

**Please Print Clearly**

Requesting Organization or Person: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Home Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Type of event: \_\_\_\_\_

Brief explanation of what you will be using/doing within the parish hall: \_\_\_\_\_

\_\_\_\_\_

Date(s): Requested: \_\_\_\_\_

Rental Start time (Set-up): \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time (**No Later than 12AM**): : \_\_\_\_\_ Rental End Time (**No Later than 1AM**): \_\_\_\_\_

Number of persons expected to attend event: \_\_\_\_\_

<u>Available Locations:</u>	<u>Capacity:</u>	<u>Price:</u>
Parish Hall	200	\$75.00 Per Hour
Parish Hall Security Deposit	N/A	\$200.00**
Parish Hall Kitchen	N/A	\$150.00 Per Day
Advance Set-up of Furniture	N/A	\$85.00 with written floor plan 72 hours in advance

## Payment Information

Payments can be made in Cash, or Money order **ONLY**— No Credit Cards

\*\*Security Deposit is refundable if Parish hall is cleaned & there is no damage at conclusion of rental.

“Organization/renter” representative agrees to abide by the Facility Rental Agreement with all terms and conditions and understands that any and all violations of this agreement may result in loss of partial/all deposits and possible legal actions. Renter is responsible for all event guests and actions there of. Renter is responsible for restitution of all damages if any. Parish hall must be clean at conclusion of event, all tables & chairs stacked on the East side of the hall.

\_\_\_\_\_  
Renter/Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
OLQM Staff