

Trinity Evangelical Lutheran Church  
1000 West Main Street, Lansdale, PA 19446

**REQUEST/WORKORDER FOR USE OF FACILITIES**

Date of Request \_\_\_\_\_ Contact Name \_\_\_\_\_

Organization/Committee/Ministry Area \_\_\_\_\_

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

Event Title \_\_\_\_\_ # Attendees \_\_\_\_\_

Event Day/Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Set up by date/time: \_\_\_\_\_ Breakdown End Time \_\_\_\_\_

*Check the appropriate box(es) for your request.*

- Hyson Hall – gym time/open floor
- Hyson Hall – no kitchen
- Hyson Hall – use of kitchen
- Social Hall
- Sanctuary
- Chapel
- Classroom (room # \_\_\_\_\_)

*Outside groups are required to pay non-refundable 50% of total to place the event on our calendar.  
All events require balance paid one week prior to event.*

TOTAL DONATION: \$ \_\_\_\_\_ CONTACT SIGNATURE \_\_\_\_\_

Submit all donations to the Finance office, 1000 West Main Street, Lansdale, PA 19446

OFFICE USE ONLY

Date approved by TLC \_\_\_\_\_ by \_\_\_\_\_

Deposit \$ \_\_\_\_\_ rcvd date \_\_\_\_\_ by \_\_\_\_\_ Balance \$ \_\_\_\_\_ rcvd date \_\_\_\_\_ by \_\_\_\_\_

Copy to:

Maintenance    Finance Office    Receptionist    Dir. Music    Dir. Admin.    Hospitality

## MAINTENANCE/SETUP INFORMATION

*(complete for all events)*

- SETUP STYLE:     using room as is
- Theater:        # chairs \_\_\_\_\_
- U-shaped:       # tables \_\_\_\_\_        # chairs/table \_\_\_\_\_
- Open square: # tables \_\_\_\_\_        # chairs/table \_\_\_\_\_
- Classroom:    # tables \_\_\_\_\_        # chairs/table \_\_\_\_\_
- Banquet:        # round tables \_\_\_\_\_ # chairs/table \_\_\_\_\_ # serving tables \_\_\_\_\_

### OPTIONS:

- Sound System (1 mic)     Podium     Projection Screen     Piano
- \_\_\_\_\_ # head tables     \_\_\_\_\_ # registration tables: location \_\_\_\_\_

ADDITIONAL NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- NO food being served

## FOOD SERVICE INFORMATION

*(complete this section if any food is being served)*

Food service start time \_\_\_\_\_ # of expected guests \_\_\_\_\_

- Snacks/Beverages only
- Some heating/use of kitchen equipment
- Full food service: Style of service:     Buffet     Family     Plated
- Using Caterer (provide name/contact info) \_\_\_\_\_
- Request food and/or service to be supplied by Trinity's Hospitality Ministries *(complete last page of this form)*

### HOSPITALITY USE ONLY

- No Hospitality representative required (per \_\_\_\_\_ date \_\_\_\_\_)
- Hospitality assigned contact name and phone \_\_\_\_\_

Provide a drawing to assist our maintenance staff in setting up for your event.

*This is a grid drawing for Hyson Hall but should be used for all set-up drawings.*



