

**APPLICATION FOR USE OF OUR LADY OF THE VALLEY SOCIAL HALL
PARISH EVENT**

APPLICANT INFORMATION

NAME	
ADDRESS	
CITY, STATE, ZIP	
PHONE NUMBER	

EVENT INFORMATION

DATE OF EVENT	
TIME OF EVENT	FROM TO
PURPOSE OF EVENT	
# OF ATTENDEES	
HALL REQUESTED	

CATERER

CATERING COMPANY	
CATERING CONTACT	
CATERER PHONE #	

OTHER VENDOR INFORMATION (If applicable)

COMPANY	
CONTACT & PHONE #	

AUDIO VISUAL EQUIPMENT NEEDS

Description	Qty

Set up of the room is the responsibility of the Requestor. The room must be returned to the Default III Layout after the event.

The Requestor is also responsible for the clean up of the room after the event including taking any trash out to the dumpster.

If **clean-up** is to be handled by another party, please provide the following information:

Contact Name	
Phone #	

Return to:

OLV Church
Attn: Cindy Huesman
5514 Double Oak Lane
Birmingham, Al. 35242
chuesman@bellsouth.net

If materials or supplies are needed please fill out Request for Inventory Items and attach to this form
