

PMC EVENT & ROOM RESERVATION REQUEST

PENNEY MEMORIAL CHURCH 4465 Poling Blvd., POB 354, Penney Farms, FL 32079 – Phone: (904) 284-4574

Please complete both sides of this form and return it to PMC'S Church Office. Upon our review, we will call the key event coordinator to let them know of our ability to confirm the room reservation.

EVENT INFORMATION	
FULL DATE OF THE EVENT _____ DAY OF THE WEEK _____	EVENT STARTS AT _____ EVENT ENDS AT _____ NEED ACCESS TO THE ROOM STARTING AT _____
ROOM(S) REQUESTING (CIRCLE ALL THAT APPLY) SANCTUARY (CAP: 180) FELLOWSHIP ROOM (CAP: 75) MEETING ROOM (CAP 40, IF SET UP THEATHER-STYLE)	TYPE OF EVENT (CIRCLE ALL THAT APPLY) <div style="display: flex; justify-content: space-between;"> RELIGIOUS SERVICE MEETING RECEPTION </div> <div style="display: flex; justify-content: space-between;"> CLASS/SEMINAR CONCERT PARTY </div> OTHER: _____
NAME OF EVENT _____	
IS THIS A RECURRING EVENT? YES NO If "Yes", how frequently? WEEKLY/MONTHLY/YEARLY _____	NUMBER OF ATTENDEES ANTICIPATED _____
THE DATE YOU ARE SUBMITTING THIS FORM TO THE PMC OFFICE: _____	
EVENT COORDINATOR'S NAME & INFORMATION / PMC CHAIR APPROVAL OF THE EVENT	
NAME OF HOSTING GROUP OR RESIDENT _____	IS GROUP/RESIDENT PMC-AFFILIATED? YES NO
EVENT COORDINATOR _____	CELL PHONE _____
EMAIL ADDRESS _____	HOME PHONE _____
BACK-UP COORDINATOR _____	CELL PHONE _____
EMAIL ADDRESS _____	HOME PHONE _____
APPROVING PMC CHAIR NAME & SIGNATURE _____	
SANCTUARY	
ROOM SET-UP (CIRCLE ALL THAT APPLY)	MUSIC & AUDIO VISUAL NEEDS (CIRCLE)
UPPER LEVEL PODIUM LECTERN CHOIR LOFT LOWER LEVEL PODIUM DISPLAY TABLES IN THE NARTHEX (e.g. 30" X 72" RECTANGULAR TABLES)	MUSIC PIANO ORGAN OTHER _____ AUDIO NEEDS MICROPHONES (HANDSETS OR HEADSET) COMPUTER/WIFI RECORD THE EVENT (DVD) BROADCAST TO PMC'S LOCAL TV CHANNEL 902 LIVESTREAM ON PMC'S FACEBOOK POWERPOINT PRESENTATION

FELLOWSHIP ROOM**ROOM SET-UP (CIRCLE ALL THAT APPLY)**

THEATER STYLE rows of chairs, no tables
CLASSROOM STYLE rectangular tables, chairs on one side
TABLES
 6 SEMINAR (18" X 60") TABLES (3 PPL PER TABLE;
 SEATED ON ONE SIDE, FACING FRONT)
PODIUM/LECTERN
DISPLAY TABLES (e.g. 30" X 72" RECTANGULAR TABLES)

MUSIC & AUDIO VISUAL NEEDS (CIRCLE)

MUSIC: PIANO
AUDIO NEEDS
 MICROPHONES (HANDSETS OR HEADSET)
 COMPUTER/WIFI
 RECORD THE EVENT (DVD)
 POWERPOINT PRESENTATION

MEETING ROOM**ROOM SET-UP (CIRCLE ALL THAT APPLY)**

THEATER STYLE rows of chairs, no tables
CLASSROOM STYLE rectangular tables, chairs on one side
TABLES
 (60") ROUND TABLES (8 PPL PER TABLE)
 SEMINAR (18" X 60") TABLES (3 PPL PER TABLE;
 SEATED ON ONE SIDE)
PODIUM/LECTERN
DISPLAY TABLES (e.g. 30" X 72" RECTANGULAR TABLES)

AUDIO VISUAL NEEDS (CIRCLE)

AUDIO NEEDS
 MICROPHONES (HANDSETS OR HEADSET)
 COMPUTER/WIFI
 RECORD THE EVENT (DVD)
 POWERPOINT PRESENTATION

FOOD/REFRESHMENTS**PLEASE ACKNOWLEDGE AND AGREE TO THESE ITEMS BY SIGNING YOUR INITIALS:**

1. I have received and agree to the terms detailed in the KITCHEN USE INSTRUCTIONS. **Your initials:** _____
2. A Kitchen Coordinator will be assigned to your event ONLY to give guidance to your members; she is not there to do the work of providing or serving refreshments for your event. You will need to recruit your own people to work with the Kitchen Coordinator. **Your initials:** _____

OTHER THAN BEVERAGES, WILL FOOD/REFRESHMENTS NEED TO BE PREPARED ON-SITE? YES NO

OTHER FOOD/BEVERAGE NEEDS (DETAIL HERE):

KITCHEN AMENITIES AVAILABLE FOR YOUR USE:

ELECTRIC STOVE, SMALL MICROWAVE OVEN, ICE MAKER, DISHWASHER, BIG REFRIGERATOR

USE THIS SPACE TO NOTE ANY SPECIAL INSTRUCTIONS OR TO PROVIDE A DRAWING OF YOUR SUGGESTED LAYOUT**FOR PMC OFFICE USE**

THIS REQUEST WAS (circle) CONFIRMED OR DECLINED FOR THIS REASON(S):

THE KEY EVENT COORDINATOR WAS NOTIFIED BY _____ ON THIS DATE _____

Copies of this request will be distributed to the following people who will contact you if clarification is needed.

LAURA WILSON, Church Office Administrator **HARRY PARROTT**, Caretaker **GARY BROWN**, Assistant Caretaker
VERN REYNOLDS, Vice Moderator Support **TERRY MULLER**, AV Coordinator **PAUL LIERMAN**, AV Service Asst.
KITCHEN COORDINATORS, Charlotte McBride & Mary Walker

