

Date of Event _____

St. James Episcopal Church
Event Form

This form must be completely filled out and turned in to the office. Once an event is approved, it will be put on the church calendar. Events include all ministry activities, fundraisers, fellowships, private use of the facility, etc.

Today's Date _____

Event Names _____

Time Event Begins _____ Time Event Ends _____

Dates & Time needed for Set- up

Buildings/Rooms needed _____

Contact Person _____ Phone _____

Sponsoring Ministry or church member _____

Details of the Event or information for the bulletin

Non Parish Event

- Church** **\$ 350**
- Parish hall** **\$ 350**
- Sexton Fee** **\$ 100 or \$150 if needed two times for event**

For the total fee, a nonrefundable deposit of \$200 is due when the reservation is made.

Payments Received

Dates	Check Numbers	Received by
-------	---------------	-------------