



## SAINT JOHN THE BAPTIST CHURCH

146 Rector Street Philadelphia, PA 19127

Phone: 215-482-4600 Fax: 215-482-2976

[www.stjohnmanayunk.org](http://www.stjohnmanayunk.org)

### Rental Inquiry / Date Confirmation - INTERNAL

Today's Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date Requested: \_\_\_\_\_ Start & End Time: \_\_\_\_\_

Setup and Cleanup time before & after event: \_\_\_\_\_

Hall / Space: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Will Alcohol be served? \_\_\_\_\_

\*Are you charging for this event? \_\_\_\_\_ Amount: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Hall Setup Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Proceeds Benefit: \_\_\_\_\_

- OR - \_\_\_\_\_ Please Designate Funds to General Fund / Parish Operations

\* Include/ submit all receipts

\* Utilize Tax Exempt number / form when applicable

**All funds raised must be submitted to the Parish Business office the day of the event.**

*See Fundraising procedures vis-à-vis the Business Office.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit Requests to Rectory, attn: Roseanne Westerfer; [rwesterfer@stjohnmanayunk.org](mailto:rwesterfer@stjohnmanayunk.org)

Cc: Jeff Swider, Monsignor Kevin Lawrence

Download form at [www.stjohnmanayunk.org/contact](http://www.stjohnmanayunk.org/contact)