

## New St. James Presbyterian Church Request for Rental

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

**Requested Date:** \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_

**Event End Time:** \_\_\_\_\_

**Set Up Time** (if different from start time): \_\_\_\_\_

**Tear Down Time** (if different from end time): \_\_\_\_\_

**Number attending:** \_\_\_\_\_

**Room requested:** \_\_\_\_\_

- Sanctuary
- Gym
- Lower Hall
- Chapel
- Parlour
- Nursery
- Teen Room
- Choir Room
- Classroom 1
- Classroom 2
- Main Kitchen
- Upper Kitchen
- Library

**Contact Name:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

(Please provide best time to contact by phone)

**Contact Email Address:** \_\_\_\_\_

Please email [dnolevanhees@newstjames.ca](mailto:dnolevanhees@newstjames.ca) and CC [admin@newstjames.ca](mailto:admin@newstjames.ca) and attach this completed document.