

Holy Temple Church

8590 Esper ♦ Detroit, MI ♦ 48204 ♦ (313) 416-2166

RENTAL REQUEST FORM

Event/Group Name: _____

Client Information

Name: _____ Home #: _____

Address: _____ Work #: _____

Cell #: _____

Fax #: _____

Event Information

Event Type: _____ Number of guests: _____

Event Date: _____

Access time: _____ Start time: _____ End time: _____ Exit time: _____

Event Description: _____

If wedding, bride and groom names: _____

Reception at church? ☐ Yes ☐ No Start time: _____ End time: _____

Rehearsal Date: _____ Start time: _____ End time: _____

Rehearsal Dinner ☐ Yes ☐ No Start time: _____ End time: _____

Building Use Information

Portions of building requested: ☐ Sanctuary ☐ Banquet Hall ☐ Kitchen

Equipment Use Information (please check one)

☐ Client will use church tables and chairs

☐ Client will rent tables and chairs

DEPOSIT: In order to reserve your date, this form must be accompanied with a \$150 rental deposit. All rental requests are taken on a first come, first served basis and must be approved by the Pastor. Once your event and date have been approved, you will receive a confirmation letter and contract by mail. In the event that your requested date is no longer available, your rental deposit will be refunded immediately.

CANCELLATION POLICY: If the event is cancelled at least two weeks before the event date, your rental deposit and security deposit will be fully refunded. However, events cancelled less than two weeks prior to the even date will forfeit their rental deposit. The security deposit will be refunded in full regardless of cancellation date.