

Building Use Rental Request Form

Location: Bethel Lutheran Church, 312 Wisconsin Ave, Madison WI 53703

This is only a request for building use. You will be contacted for availability, pricing, etc. If use is approved, you will receive a signed contract from the Hospitality Coordinator and you will have to return it signed. Only then will you be confirmed on our calendar.

Return form to: Kenny, Hospitality Coordinator recep@bethel-madison.org,
Phone: 608-257-3577 ext. 221

Today's Date:

Contact Person Name		
Contact Person Phone		
Contact Person E-mail		
Contact Person address		

Fees:

Event Title		
Event Description		
Event Date(s) – Include day(s) of week. (Example: Sunday, Jan. 1, 20XX)		
Time of Event: (Include setup and clean up time)		
Number of people attending		
Number of rooms needed and for how many people each room		
Specific room requested (if you are familiar with Bethel)		
Set up request: (Ex. Tables/chairs, lecture style, etc.)		
Food: Using Bethel Catering (minimum required):	Not in use at this time.	
Food: Bringing in own (Kitchen use only if Bethel Staff person is there – Fee: \$30 per hour)		
Parking request: (Never guaranteed due to Bethel events taking precedence)		
Other request(s):		

Please check items needed (some items have a cost for use):

- CD Player
 Nursery (Bethel Nursery Staff required)

- Easel Piano
 Extension Cord Podium Flip Charts TV/VCR
 LED Projector White Board
Microphone: Lapel Handheld Other: _____

*Do not assume that your A/V equipment will connect to ours – schedule a test before event (not same day) --
Children must be supervised at all times -- No alcohol allowed on premise--*

NOTE: Must use Building Use Rental Request Change form for any changes to event.