

# APPLICATION FOR USE OF The Sanctuary at Woodville



Name of individual/organization applying for building space:

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For what purpose will the building space be used?

- Individual Retreat
- Small Group Retreat (6 to 10 people)
- Seminar (10 – 30 people)
- Conference (30 - 70 people)
- Other: \_\_\_\_\_

Which space would be best suited for your event?

- No Preference
- Community Room (capacity 30)
- Chapel/Sanctuary (70)
- Downstairs Conference Room (15)
- Study Room (6)
- Prayer Room (4)

Would you like food service?

- All Day Refreshments. \$3.50 per (coffee, tea, bottled water, lemonade, iced tea)
- Breakfast. \$4.50-\$5.50 per (various items such as bagels, yogurts, boiled eggs, granola bars, seasonal fruits, Danish, muffins)
- Lunch. \$9.50-\$11.50
- Dinner. \$11.50-\$13.50
- No Food/M meal Service.

Will you require kitchen use (if so, please specify below)?    yes    no    (circle)

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Please comment with other specific requirements:

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Event Description: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Number of people attending (estimated): \_\_\_\_\_

Time of Event:

Begins at \_\_\_\_\_ am or pm (circle)

Ends at \_\_\_\_\_ am or pm (circle)

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Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone/Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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

## **Sanctuary Usage & Donations:**

### ***Donations (prices with \* are per attendee):***

- \$60 total for the facility (up to 10 people) plus \$6 per additional attendee.
- All day drinks-\$3.50\* (coffees (K-Cups), teas (bags), bottled waters, iced tea, etc.)
- Breakfast items-\$4.50-\$5.50\* (a variety such as fruit, muffins, bagels, yogurt, Danish, boiled eggs, granola bars, etc.)
- Lunch-\$9.50-\$11.50\* (*higher prices for specific requests*)
- Dinner-\$11.50-\$13.50\* (*higher prices for specific requests*)
- Afternoon snacks-\$3.50\* (some leftover breakfast/lunch items will be left out)

### ***Usage includes access to:***

- Use of TVs (5) with HDMI cables, adapters, sound system, pianos, keyboard, etc.
- Kayaks (3 hard shell, 1 two-person inflatable, 1 one-person inflatable)/canoes (2)
- Outdoor chairs, fishing poles for use at Lake Whitehall

### **Terms:**

*Deposits:*        \$25.00 - up to 10 attendees  
                      \$50.00 - up to 20 attendees  
                      \$100.00 - up to 30 attendees  
                      \$200.00 – over 30 attendees

***Refund policy:*** 60-day change or cancellation notice with no loss of deposit. Less than 60 days, no deposit refund but you may reschedule within 12 months based on availability.