

APPLICATION FOR USE OF  
The Sanctuary at Woodville

Name of organization or individual applying for building space:

\_\_\_\_\_

For what purpose will the building space be used?

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

Do you need space in a particular room?

- Fellowship Hall (30)
- Sanctuary (70)
- Conference room (6)
- Game room and conference room (10)
- Children's room (4)

Would you like?

- All day refreshment \$2.50 per (coffee, tea, bottled water, lemonade, ice tea)
- Breakfast \$4.00 per (various items such as, bagels, yogurts, boiled eggs, granola bars, seasonal fruits, Danish, muffins)
- Lunch \$8.50-\$10.50
- Dinner \$12.50-\$15.00

Please designate specific requirements:

\_\_\_\_\_

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

Event Description: \_\_\_\_\_

Time of Event:

Begins at \_\_\_\_ am or pm

Ends at \_\_\_\_ am or pm

Number of people attending: \_\_\_\_\_

=====

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

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

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

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

Will the kitchen or set-up/cleanup be needed?    yes    no

\_\_\_\_\_

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

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

## Sanctuary Usage & Donations:

### *Donations:*

- \$50 for the facility (up to 10 people) and \$5 a person over that
- \$2.50 All day drinks (coffees (many flavors), teas (variety), bottled waters, ice tea, etc)
- \$4.00 Breakfast items (variety like fruits, muffins, yogurts, bagels, Danish, boiled eggs, granola bars, etc.)
- \$8.50-\$10.50 Lunch (higher prices on specials needs)
- \$12.50-\$15.00 Dinner (higher prices on specials needs)
- \$3.00 Afternoon snacks (but if you do breakfast items we leave many out as well as lunch dessert)
- all those above per person

### *Usage includes:*

- Kayaks/canoes use (if you want)
- Chairs, fishing poles, for use by the lake, etc
  
- Also included use of larger TV's with HDMI cables, LCD projector, sound system, piano, keyboard, etc.

### **Terms:**

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

*Refund policy:* 60 day change or cancellation notice with no loss of deposit. Under 60 days no deposit refund but it can be applied within 12 months on a rescheduled date