

ARC Event Request Form

Restoration Church

Organizer Name: _____

Organizer Email: _____

Organizer Phone Number: _____

Organizer Address, City, State, Zip _____

Provide a brief description of your event:

Requested Date: _____

There is a 4-hour minimum for each event at the rate of \$40.00 per hour.

Event Start Time (Including Set Up Time): _____

Event End Time: (Including Clean Up Time): _____

Will there be a cost charged to attendees to participate in this event _____

If yes, please provide details: _____

Estimated Number of Guests: _____

The ARC has eight 6” folding tables and approximately 50 folding chairs that will be available for you to set up for your event.

Will you need to use the Smart TV? _____

[ARC Cleaning Requirements.docx](#)

I agree to clean the ARC per the attached guidelines after my event: _____ OR

I am enclosing a separate \$50.00 check payable to Restoration Church for After Event Clean Up: _____

By submitting this request form for review, the organizer agrees to the Policies and Cleaning Requirements outlined for the ARC.

Your request will be reviewed and responded to by email as quickly as we can.

Please note that the date requested is not confirmed until your payment has been received.