



**Serenity Club, Inc.
ACTIVITY/FUNCTION REQUEST**

_____, _____ would like to put on a function
 (Name - Contact Person) (phone)
 at the Serenity Club.

 (Event Name – include fellowship, club, group etc.)

Date of Function: _____ Hours: _____ Is this a Fundraiser? Yes _____ No _____

Is this a Private Party? Yes _____ No _____

****No supplies will be provided, such as: plates, silverware, etc.**

✓	Hall Deposit <i>(Required 60 days prior to event)</i>	50.00
✓	Cleaning Deposit <i>(Required 60 days prior to event. Refunded after event if facility is clean.)</i>	50.00
SC PAID Initials/Date	Deposit Total	100.00

Tell Us What Else You'll Need:

Check if YES below	Fixture	Cost
	Use our Kitchen	FREE
	Coffee Set-Up	40.00
SC PAID Initials/Date	Total Other (Write in)	

Below we need a list of your volunteers that will set-up and run this function and clean up after.

SET-UP & RUN FUNCTION	TEAR DOWN & CLEAN UP

DATE Requested: _____ DATE CONFIRMED: _____

RECEIPT.#: _____

****PLEASE PROVIDE US WITH A FLIER FOR YOUR EVENT SO WE MAY POST IT FOR YOU!**

PLEASE GO TO OTHER SIDE/PAGE TO TELL US EVENT DETAILS!



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Tell Us More About your Event!

We will post all information you provide on our website.

Note: you may be contacted by our Webmaster for more details.

Check If YES	Activity	Time	Cost to Attendees (Adults/Children Under _____)
	Open Meeting		N/A

List Speaker Name, Fellowship, From Where:

	Panel Discussion		N/A
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List Panel Member, Fellowship, From Where:

	Workshop		N/A
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List Topic:

	Bake Sale		N/A
	White Elephant		N/A
	Silent Auction		N/A
	Meal		

Please Circle: Breakfast Lunch Snacks Dinner

List Foods (if Potluck, please write in):

	Dance		
	Karaoke		
	Other (write in):		

Thank You For Choosing The Serenity Club for your event!!

