

Trinity Episcopal Church in the Central West End
600 N. Euclid Avenue, St. Louis, MO 63108
Trinityepiscopal.net 314-361-4655

Event Information Form

Event (e.g. wedding, reception, dinner, etc) _____

RENTER CONTACT INFO

NAME(S) _____

Address _____

City, State Zip _____

Daytime phone _____

Email address _____

EVENT INFORMATION

Event Date _____ # Attending _____

Set-up Starts at _____ Event Starts at _____

Event Ends at _____ Clean-up Ends at _____

Rooms to be used: - numbers indicate maximum occupancy

Sanctuary (____) _____

South Parish Hall (seated only 139, standing 195, at tables 98) _____
whiteboard & projector available

North Parish Hall (seated only 114, standing 160, at tables 54) _____
projector, screen, speakers available

Small Meeting Room - furnished with 72" by 36" table & 8 chairs _____

Kitchen (SPH) _____

Physical Arrangement: Please attach a floor plan of your preferred arrangement. We will attempt to accommodate that, within the maximum occupancy of each space.

Tables, 30" x 60" rectangular (we have 17) _____ 60" Round (we have 2) _____

Chairs _____ (we have 90 folding metal chairs & 30 rigid black chairs)

Microphone ___ Podium ___ Screen ___ Projector ___ Speakers ___ Coat Racks (2)

Are you renting items from an outside source? (E.g. Tables, chairs, linens?)

If so, Company Name _____

Contact Person - Name _____

Phone Number _____ Email _____

Delivery Date & Time _____ Pick-Up Date & Times _____

Items to be delivered _____

Catering Information: Delivery Date & Time _____

Caterer Name _____

Contact Person - Name _____

Phone Number _____ Email _____

Florist Information Delivery Date & Time _____

Florist Name _____

Contact Person - Name _____

Phone Number _____ Email _____

Other Business/Items Delivery Date & Time _____

Business Name _____

Contact Person - Name _____

Phone Number _____ Email _____

Renter signature Date

For Trinity Church - _____
Date

Printed Name _____

Phone Number _____ Email _____