

St. Paul's United Church, Brampton
30 Main Street South
Brampton, ON L6X 2C4
905-451-1405 email: office@stpaulsbrampton.ca

Room Request

Please fill out all the information below to make a formal request for space use at St. Paul's United Church. If you would like to visit the space, please contact our office to set up a time.

1. Group Name (if applicable) _____
2. Address _____
3. Contact Name _____
4. Email address _____
5. Phone number _____
6. Is your event for one time use or multiple dates?
 - One time use
 - Weekly
 - Bi-weekly
 - Monthly
 - Other (specify) _____
7. Requested Date(s) for event _____
8. Brief description of the event

9. What time does your event begin? (Not including set up time) _____
10. What time does your event finish? (Not including clean up) _____
11. How much time will you require for set up?
 - No Time
 - 15 min
 - 30 min
 - 1 hour
 - Other (specify) _____

12. How much time do you anticipate needing for take down and clean up?

- No Time
- 15 min
- 30 min
- 1 hour
- Other (specify) _____

13. Room Request (check all that apply)

	Room	Capacity
	Sanctuary	500
	Sanderson Hall	240 with chairs only 192 chairs and tables
	Sanderson Hall Kitchen	
	Upper Room	20
	Four Seasons Room	40
	Four Seasons Room Kitchen	
	Community Room	15
	Waite Hall	230 with chairs only 180 chairs and tables

14. How many tables/chairs do you require? _____

We will make every effort to accommodate your request.
Approval is dependent on room availability.

Please allow 3 business days for a response.

For office use only

Date Received: _____

Trustee Approval: _____

Rate: _____ Damage fee (ref): \$250

Date Responded: _____