

# Saint Stephen's Episcopal Church

## Event Planner



Name of Event: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ Circle Day of Week: M T W T F S Sun

Today's Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

### Rooms Needed:

Terrace Library Conference Kitchen Parish Hall Nave Classrooms (228/229)  
Playground/Patio Other \_\_\_\_\_

### Audio Visual Needs\*:

\_\_\_ Handheld Mic      \_\_\_ Standing Mic      \_\_\_ "Rock Star" Mic      \_\_\_ Projector  
\_\_\_ Screen      \_\_\_ Speakers      \_\_\_ Music

### Equipment Requests\*:

\_\_\_ Tables: Large \_\_\_\_\_ Small \_\_\_\_\_ Round \_\_\_\_\_  
\_\_\_ Chairs  
\_\_\_ Linens (available for parish & diocesan events only)  
\_\_\_ Podium  
\_\_\_ Do you seek permission from the vestry to serve alcohol?

**Draw requested room set up on the back of this page.**

**All event requests should go through Jen Manning, Parish Administrator.**

**(205) 967-8786, [jen@ssechurch.org](mailto:jen@ssechurch.org)**

\* For a Non-Parish Event: If changes are made more than 1 week before the event date, we cannot guarantee that A/V or equipment requests can be honored.

Fee Received: \_\_\_\_\_ Check # \_\_\_\_\_

Staff or Member Liason: \_\_\_\_\_

**For Church or Diocesan-Related Events:**

A Saint Stephen's staff person or member will be assigned to be the liaison for your event.

If you have A/V needs and your event is on the weekend or in the evening after 5pm, you may be charged an A/V personnel fee of \$150.

Depending on the size and nature of your event and whether food will be served, a \$100 Housekeeping personnel fee may be charged.

**For Non-Members or Members using the building for an outside event:**

A Saint Stephen's staff person or member will be assigned to be the liaison for your event.

Use of building during regular office hours	No Fee
Use of building in the evenings or on weekend	\$100 for the first 3 hours, \$25/hour after
Personnel Fee (includes use of all A/V equipment)	\$150
*only for weekends or evenings	

Depending on the size and nature of your event and whether food will be served, a \$100 Housekeeping personnel fee may be charged.

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Please be advised that use of the building depends on the availability of our spaces according to the church calendar.

Space can only be reserved at Saint Stephen's for groups/individuals that are NOT charging for their services.

If you are bringing food to serve at the church, please observe proper food holding instructions. Ready to eat foods that can spoil (eggs, milk products, meat rollups, etc.) should not be left at room temperature for more than an hour. Place in a refrigerator when arriving unless they are immediately served. Cooked foods should be put into the food warmers if not served immediately.

Use of the parish kitchen is for food storage, prep, and warming only. No one is permitted to cook in the parish kitchen unless you have been authorized by the Parish Administrator to do so and you have successfully passed the SafeServ Food Handlers Course.

**Draw Requested Room Set Up:**