



**ST. PETER CATHOLIC CHURCH  
200 E. WASHINGTON STREET  
208 E. WASHINGTON STREET (MAILING ADDRESS)  
SLINGER, WI 53086  
PHONE: 262-644-8083  
FAX 262-644-7951**

## **GUIDELINES FOR ORGANIZING AN EVENT AT A ST. PETER'S FACILITY**

(FORMS AVAILABLE IN THE PARISH OR SCHOOL OFFICES AND ON OUR WEBSITE)

### **EVENT CHAIR IS RESPONSIBLE FOR :**

- Submitting the "**St. Peter Parish Event Form**" (*attached*) to the parish office 10 days prior to event.
- Completing and returning the "**Event Closing Checklist**" (last page) to the parish office after the event.
- All efforts have been taken to provide you with a clean and functional facility before you begin your event. Therefore clean- up is **required** after using the facilities. If clean-up is not completed, an additional charge will be assessed to your organization.
- We ask that you read, complete, initial, date and return the "**Event Closing Responsibilities Checklist**" (*last page*) to the parish office.



# ST. PETER EVENT FORM

(Submit 10 days prior to event)

TODAY'S DATE: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_ DATE(S) OF EVENT: \_\_\_\_\_  
(as it will appear in bulletin/calendar) (attach separate page if necessary)

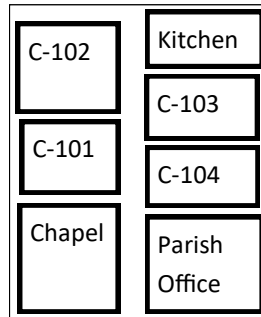
EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_

DATE(S) FOR SET UP: \_\_\_\_\_ TIME SET UP BEGINS: \_\_\_\_\_ TIME CLEAN UP ENDS: \_\_\_\_\_

*PLEASE CHECK ALTERNATE ROOM CHOICE IF APPLICABLE—1 FOR 1ST CHOICE & 2 FOR 2ND CHOICE*

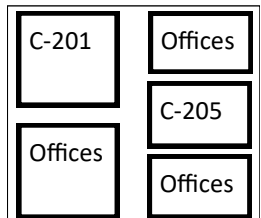
## SELECT ROOMS: CLARE HALL FIRST FLOOR

- \_\_\_\_ C100 Kitchen ONLY
- \_\_\_\_ C101 (4-8ft. Tables, seats up to 20)
- \_\_\_\_ C102 (2-6ft. Tables, seats up to 12)
- \_\_\_\_ C103 (1 conference table, seats up to 12)
- \_\_\_\_ C104 (1-7.5ft. table, seats up to 6)



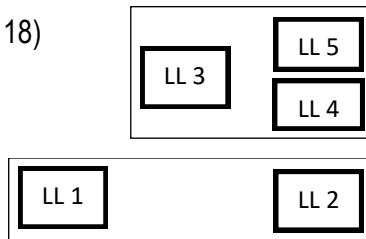
## SECOND FLOOR

- \_\_\_\_ C201 (5-8ft. Tables, seats up to 26)
- \_\_\_\_ C205 (2-6 ft. tables, seats up to 8)



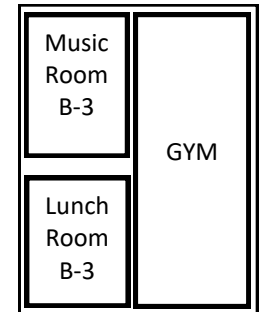
## LOWER LEVEL

- \_\_\_\_ LL1 (4-4FT. TABLES, 1- 2X8 TABLES, 2-6ft tables, seats 22)
- \_\_\_\_ LL2 (comfortable Chairs & Couch, seats 18)
- \_\_\_\_ LL3 (2-8ft. Tables, seats up to 14)
- \_\_\_\_ LL4 (2-6ft. Tables, seats up to 11)
- \_\_\_\_ LL5 (1-5ft. Round table, seats up to 10)



## SELECT ROOMS: ST. PETER SCHOOL

- \_\_\_\_ GYM (20-8ft. Tables, 110 folding chairs)
- \_\_\_\_ B-3 Music Room (seats 20 people)
- \_\_\_\_ B-4 Lunch Room (seats 50 people)

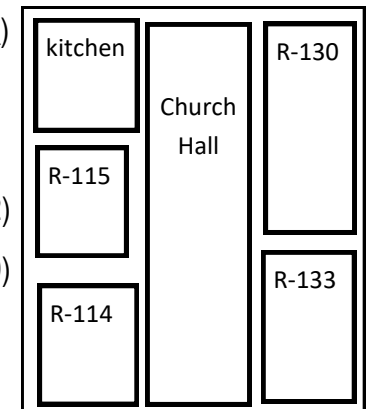


## SELECT ROOMS: CHURCH & Lower Level

- \_\_\_\_ CHURCH
- \_\_\_\_ Gathering Space in Church (chair count: 40)
- \_\_\_\_ Gathering Space Coffee Bar (Trained Operator Required)

(Name of Operator \_\_\_\_\_)

- \_\_\_\_ R-116 Kitchen
- \_\_\_\_ R-100 Church Hall (seats 180)
- \_\_\_\_ R-114 Conference Room (kitchen seats 12)
- \_\_\_\_ R-115 Conference Room (kitchen seats 20)
- \_\_\_\_ R130 Large Conference Room (seats 40)
- \_\_\_\_ R133 Small Conference Room (seats 18)



**INDICATE ALL ADVERTISING PREFERENCES**

PRIVATE DO NOT PUBLISH

Publish on **Parish, School, Keynotes** Calendar/Website (circle all that apply)

Print announcement in bulletin (attach copy) **DATES** \_\_\_\_\_

Make Pulpit Announcement (attach copy) **DATES** \_\_\_\_\_

Quarterly Parish Newsletter (Mar, June, Sept, Dec)

Relevant Radio (free)

Archdiocese Parish Districts 6 & 7 (free)

Local Newspapers (only if free)

**WE WILL NEED THE FOLLOWING ITEMS FOR OUR EVENT**

Tables/Chairs set up for \_\_\_\_\_ people.  
 attached diagram  no diagram

5 oz Paper Juice Cups, Qty: \_\_\_\_\_

8oz. Hot/Foam Cups, Qty: \_\_\_\_\_

6 in Round Foam Plates, Qty: \_\_\_\_\_

9 in. Round Foam Plates, Qty: \_\_\_\_\_

12 oz. Bowls, Qty: \_\_\_\_\_

Plastic Forks, Qty: \_\_\_\_\_

Plastic Knives, Qty: \_\_\_\_\_

Plastic Spoons, Qty: \_\_\_\_\_

Paper Napkins, Qty: \_\_\_\_\_

Paper Table-Runner(s) for \_\_\_\_\_ tables

Sm. Foam Containers (6x6x3 single compart.)  
 Qty: \_\_\_\_\_

Lg. Foam Containers (9.37x9x3 single compart.)  
 Qty: \_\_\_\_\_

Projector/Screen

Flat Screen TV

Other: \_\_\_\_\_

**\*\*Food and Beverages are NOT provided\*\***

**You are required to record the actual amount of supplies used on the clipboard in the supply room.**

**WE WILL NEED THE FOLLOWING FOR OUR EVENT**

Cashbox (empty) Qty: \_\_\_\_\_

Money Bag(s) Qty: \_\_\_\_\_

Change Service (total amount requested:

\$ \_\_\_\_\_ (see breakdown to the right)

Counting / deposit / collection service

Beer / Beverage license information

Licensed Bartender (you supply) Information

Raffle License Information (contact parish bookkeeper)

Other: \_\_\_\_\_

Twenties \$ \_\_\_\_\_

Tens \$ \_\_\_\_\_

Fives \$ \_\_\_\_\_

Singles \$ \_\_\_\_\_

Quarters \$ \_\_\_\_\_

Dimes \$ \_\_\_\_\_

Nickels \$ \_\_\_\_\_

Pennies \$ \_\_\_\_\_

**If more than one cashbox, how much in each?**

Cashbox 1 \$ \_\_\_\_\_

Cashbox 2 \$ \_\_\_\_\_

Cashbox 3 \$ \_\_\_\_\_

Cashbox 4 \$ \_\_\_\_\_

Cashbox 5 \$ \_\_\_\_\_

Cashbox 6 \$ \_\_\_\_\_

**If your group is requesting a raffle license, your group is required to contact Rita Kuhaupt: 644-8083 x20.**

Office use only  
 \_\_\_\_\_ rec'd in office  
 \_\_\_\_\_ sent to maintenance

**CASHBOX BREAKDOWN**

**Please be courteous and respectful to organizations using the facilities after you. Leave the area clean and neat. Cleaning supplies are available for your use. Please ask if you are unsure of procedures for cleaning. Contact the Parish Secretary with questions 644-8083 x12.**

## EVENT CLOSING RESPONSIBILITIES CHECKLIST

TODAY'S DATE: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_ DATE(S) OF EVENT: \_\_\_\_\_

### CONFERENCE ROOMS IN CLARE HALL, CHURCH HALL & SCHOOL

- \_\_\_\_\_ Clean tables / chairs and put in designated areas
- \_\_\_\_\_ Vacuum / Sweep / Mop, when needed
- \_\_\_\_\_ Turn off stereo, receiver, TV if used
- \_\_\_\_\_ Empty garbage cans, replace bag, take to dumpster

### BATHROOMS

- \_\_\_\_\_ Check toilets, flush if needed
- \_\_\_\_\_ Clean floors of any paper or other waste
- \_\_\_\_\_ Empty garbage if full

Office use only

\_\_\_\_\_ rec'd in office

### KITCHEN AREA (Church and/or Clare Hall)

- \_\_\_\_\_ Turn off food warmer / ovens (don't forget to check the gas)
- \_\_\_\_\_ Wash & Dry Dishes / Put them away
- \_\_\_\_\_ Wipe down all counters / serving area / refrigerators / microwave
- \_\_\_\_\_ Clean all kitchen sinks that were used
- \_\_\_\_\_ Make sure fridge, freezer doors are closed tight and food is labeled
- \_\_\_\_\_ Sweep kitchen floor, mop when needed
- \_\_\_\_\_ Empty garbage cans, replace bag, take to dumpster

\_\_\_\_\_ **REMEMBER TO TURN OFF ALL LIGHTS AND LOCK ALL DOORS**

\_\_\_\_\_ **RETURN KEYS OR PUT BACK IN LOCK BOX**

PLEASE INITIAL / DATE / AND RETURN CHECKLIST TO PARISH OFFICE

\_\_\_\_\_ INITIAL \_\_\_\_\_ DATE

THANK YOU!

COMMENTS/QUESTIONS/FEEDBACK \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

