

# VENUE BOOKING REQUEST FORM



## EVENT DETAILS

EVENT NAME:

DATE/S OF EVENT:

TIME OF EVENT:

Which Venue and areas do you wish to use?

### WOODCROFT

- Main Hall
- Atrium
- Kitchen
- Coffee Shop

### VOGUE

- Main Hall
- Function Centre
- Vogue Kitchen
- Coffee Hub
- Coffee Shop

### ELIZABETH

- Main Hall
- Sunday School Area
- Kitchen
- Coffee Shop

### GAWLER

- Main Hall
- Kitchen
- Golf Course

## CONTACT INFORMATION

MAIN CONTACT NAME:

EMAIL:

PHONE:

Please email this form to [vogue@adelaiderevival.com](mailto:vogue@adelaiderevival.com) to check availability of the Venue.

## PASTORS APPROVAL

FELLOWSHIP  
ACTIVITY

APPROVAL:

YES

NO

COMMENTS:

PASTOR SIGNATURE:

forms available at [adelaiderevival.com/forms](http://adelaiderevival.com/forms)

## OFFICE

- Check availability
- Pastor's approval
- Send Booking Agreement
- Signed Copy Returned
- Public Liability Certificate (if applicable)
- Write up on Whiteboard
- Add Event to Calendar & Send Invites
- Send Invoice (if applicable)
- Receipt invoice
- File