



The Episcopal Diocese Of Western New York

Diocesan Ministry Center

Event Form Request

(To be provided at least 3 weeks prior to your event)

Group/Organization: _____

Contact Name/Phone/Email: _____

Date of Event: (Beginning & End Dates) _____

Time (Building Open/Close): _____

Upstairs or Downstairs Meeting: _____

Number of People Attending: _____

Projector Needed: Y or N

Podium Mic, Handheld Mic, and/or Lavalier (Clip-on) Mic: _____

Kitchen Access: Y or N

Hybrid Event: Y or N

Food: (Diocese will provide coffee, hot water, bottled water, paper products, & silverware)

You are welcome to bring in food/beverages or arrange catering for your event.

*If this is a Diocesan sponsored event, would you like us to arrange food/beverages at a maximum of \$18/person? Y or N

If so, please contact Shawn Slother (716-881-0660) to provide details

Diocesan sponsored and parish events are free of charge unless damage to the room or carpets is incurred. In this case, the cleaning/repair would be charged to the parish/group.

Outside groups (non-parish) are required to pay a fee, provide liability coverage, & sign an agreement. Please contact Shawn Slother (716-881-0660) for a Rental Agreement.

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Tables Arrangement:

Round: (12 tables, seating 72 max)

Rectangle: (20 tables, Seating 140 max)

Please diagram the type and arrangement of the tables for your event:

SCREEN

Entrance Doors

Hallway