



**ST. PETER'S CHURCH**  
ONE HEART AND ONE MIND  
 SERVED BY THE PAULIST FATHERS

## **Special Events Committee (SEC) SPECIAL EVENTS FORM**

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

Name of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Alternate Date for Event: \_\_\_\_\_

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

Reason for Event: \_\_\_\_\_

Designation of Monies Collected: \_\_\_\_\_

Rooms or Grounds Needed for Event:

- Church Proper   
  Church Lawn   
  St. Cecilia Room   
  Washrooms  
 Kitchen   
  Auditorium   
  Stage   
  Other: \_\_\_\_\_

Special Requests:  Set-Up / Cleanup Assistance     Other: \_\_\_\_\_

The person whose name appears on this form ("applicant") will be responsible for set-up / clean up before and after the event unless other arrangements are made.

Depending on the event type and requirements, a separate insurance policy may be required. SEC personnel will confirm with the applicant.

Please complete this form and return it to St. Peter's Church Office

**FOR OFFICE USE ONLY**

**Event Approved**    Yes    No   By Pastor / Designate \_\_\_\_\_

**Financial Record of Event:**

Monies Collected: \$\_\_\_\_\_ Less Costs (Bills Attached): \$\_\_\_\_\_ Profit: \$\_\_\_\_\_

Date Monies Received: \_\_\_\_\_ SEC Member Initial: \_\_\_\_\_ Auditor Initial: \_\_\_\_\_

**Special Events Committee (SEC) Members:**   John Bartosh   Grace Tucci   Ann Krochter