



THE TABERNACLE

LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

Facility Use Request - Submission Follow Up - 2021

General Information:

Contact Person: _____ Home Phone: _____

Type of Event: _____ Other Phone: _____

Address/City/State/Zip: _____

Email Address: _____

Date of Event(s): _____ Event Start/End Time: _____

Set-up Date/Time: _____ Teardown Date/Time: _____

Estimated Attendance: _____ Cafe Use (\$0.50/person): Y / N

Outside Catering:

Beverage Service: Y / N Food Service: Y / N Catered by: _____

Technology Requests:

Audio:

Sound System: Third Space Auditorium
Microphone: Hand-held mic Lapel Mic
Live Musicians TAB provided Outsiders
Stage Set Up:

Visual:

Screens: Still photos (.jpg) Video presentation (.mp4)

Recording Needed (Buckley only)

Stage Props:

Notes

Internal Use Only

Approved by:

Added to Calendar on:

By:

Facility Fee PD:

Additional Fee PD:

Wedding (Details)

Bride: _____ Groom: _____

Premarital Counseling

Pastor: _____

Ceremony

Officiating Pastor: _____

Event Coordinator: _____ AV Person: _____

Additional space needed for:

Bridesmaids Room Groomsmen Room

Other _____

Reception

Location: _____ Estimated Attendance: _____

of Tables Needed: _____ Style: Round (seat 7) / Rectangle (seat 8)

of Chairs Needed: _____

Other Needs: _____

Outside Catering:

Beverage Service: Y / N Food Service: Y / N Catered by: _____

Special Requests:

Funeral (Details)

Service for: _____ DOB _____ DOD _____

Funeral Home: _____ Contact: _____

Pastor: _____

Event Coordinator: _____ AV Person: _____

Luncheon (Y / N)

Luncheon Location: _____ Estimated Attendance: _____

Meal: _____ Beverages: _____

of Tables Needed: _____ Style: Round (seat 7) / Rectangle (seat 8)

of Chairs Needed: _____

Special Requests:



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Facility Use Pricing

Primary Spaces

T2 (Buckley):

- Auditorium seats up to 300 people

T77 (Manistee):

- Auditorium seats up to 225 people

Secondary Spaces

T2 (Buckley):

- Third Space seats up to 80 people

T77 (Manistee):

- Third Space seats up to 85 people

Other (Buckley)

- T1 Auditorium (TABKids area) seats up to 50
- T1 Cafe / War Room seats up to
- Firehouse (Foundry area) seats up to

Facilities (Paid 30 days prior to event)

	Fee Schedule	
Primary Space Facility Fee	\$300	
Secondary Space Facility Fee	\$150	
Cafe Use (Optional)	\$0.50 / person	

Staffing (PD to individuals day of event)

	Fee Schedule	Make Payable To:
Wedding		
Premarital Counseling (Pastor)	\$300	
Rehearsal & Ceremony (Pastor)	\$300	
Ceremony Coordinator	\$200	
Reception Coordinator (optional)	\$150	
Janitorial (Set Up / Tear Down)	\$150	
Audio / Visual	\$100	
Funeral		
Pastoral Service	\$200	
Ceremony Coordinator	\$100	
Janitorial (Set Up / Tear Down)	\$100	
Audio / Visual	\$50	
Luncheon (light meal & beverage)	\$6 / Person	
Total		