

Baptist Village Service and Equipment Request

Be aware that this is only a request form and not a guarantee of the services/equipment being provided.

Arrival/Departure

Time of Arrival: Leaders/Setup People	Date	Time
Time of Arrival: Participants	Date	Time
Arrival Notes:		
Time of Departure: Participants	Date	Time
Time of Departure: Leaders/Clean-up People	Date	Time
Departure Notes:		

Storage

Before Event: What day/time will you be bringing supplies?	Date	Time
What rooms/areas will be needed for that storage?		
After Event: Will any items/supplies be needing storage after the event?	Storage needed	Items:
When will these items will be picked up?		

Note: A separate reservation will be made for storage dates (before and after the event). There **may** be a charge associated with the storage reservation.

Meeting Room Arrangement

How many tables/chairs do you need in your meeting area?	Tables	Chairs
If you would like the tables/chairs arranged ahead of time, what shape do you want the tables/chairs in? <input type="checkbox"/> Classroom Style <input type="checkbox"/> U-Shape <input type="checkbox"/> Theater <input type="checkbox"/> We will set the room up ourselves. (Attach a sketch if necessary.)		

Beverage Setup (costs)

If you would like to order a beverage setup, please choose from the following items and indicate date/time needed:

- Hot Water Pot Cold Water Cooler (empty) Cold Water Cooler (with water) Instant Coffee
 Tea Bags Sugar/Sweeteners Cups Stirrers/Spoons Milk Creamer Napkins Hot Cups
 Cold Cups Plates Ice

Notes:	
Date needed:	

If more than 1 setup is needed, please request an additional form.

Audio/Video Equipment Setup

If you would like to order A/V Equipment setup, please choose from the following items and indicate date/time needed:

- Microphone Speaker Podium Music Stand Screen Projector WiFi Access
 Cables/Extension Cords

Notes:	
Date needed:	

If more than 1 setup is needed, please request an additional form.

Office/Classroom Equipment

If you would like to order Office/Classroom Equipment, please choose from the following items and indicate date/time needed:

White Board w/Markers Printer/Copier Usage Individual Notepads Pens/Pencils Large Pad with easel

Notes:	
Date needed:	

If more than 1 setup is needed, please request an additional form.

Additional Notes:

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Please return this form to reservations@thebaptistvillage.com