

# Saint John Neumann Catholic Church

9633 E. State Route 37  
Sunbury, Ohio 43074



## **APPLICATION FOR USE OF THE ST. JOHN NEUMANN FAITH & FAMILY CENTER, PARISH OFFICE, ROOMS 4 & 5 and/or PAVILION**

1. Name: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Home Telephone: \_\_\_\_\_ Cell Telephone: \_\_\_\_\_
5. Date of Event: \_\_\_\_\_
6. Actual Time of Event: (Starting time) \_\_\_\_\_ (Ending Time) \_\_\_\_\_  
Two Hour Set Up Time: From: \_\_\_\_\_ To: \_\_\_\_\_
7. Type of event: \_\_\_\_\_
8. Number of Guests Expected: \_\_\_\_\_
9. What St. John Neumann approved caterer will you using?  
\_\_\_\_\_
10. Will alcohol be served? \_\_\_\_\_ Cash Bar? \_\_\_\_\_  
*(If Yes to Cash Bar, you will need to submit a copy of your liquor permit to us  
prior to approval of alcohol sales in our Hall.)*
11. Will there be entertainment? \_\_\_\_\_
12. If so, please describe: \_\_\_\_\_  
\_\_\_\_\_

### OFFICE USE ONLY:

Date Application Received: \_\_\_\_\_

Application Approved: \_\_\_\_\_

Application Denied: \_\_\_\_\_

Parish Office Manager Signature: \_\_\_\_\_