

Sign-up Table Reservation Request

Completed requests must be turned in to the main office no later than one week prior to your 1st table date. However, since reservations fill quickly, submitting your request at least 4 weeks in advance is recommended. You will be notified once the reservation has been confirmed. (Forms may be submitted to the office or via e-mail to mail@hisplacechurch.com.)

A "Bulletin Announcement" form must also be submitted when a table is reserved. See the bulletin request form for directions.

Platform announcements during Sunday service may also be requested. See the "Platform Announcement Request" form for directions.

Your name: _____

E-mail (if used daily): _____

Daytime phone: _____

Date turned in: _____

Please note: approved table reservation requests are subject to rescheduling on rare occasions. You will be notified as soon as possible when this impacts your request.

Tables are limited to a maximum of 3 consecutive weeks

Table date(s): _____

Event name: _____

Ministry department: _____

Size of table needed: 6 foot 8 foot lobby table any available

Table attendant name(s): _____

Denominations of "cash bank" needed: ones fives

I would like to offer Visa/Master Card payments (\$20 minimum): Yes No

I need sign-up sheets created to capture specific information: Yes No