

Little Flower Parish Facilities Reservation Form for Private Events
5560 Kirby Ave. Cincinnati, Oh 45239, 541-5560, Fax 681-2631

Events on Saturday must end by 3:00 p.m. and cannot start before 6:00 p.m. Sunday events cannot start before 12:30 p.m. The cafeteria and Parish Center cannot be scheduled before 4:00 p.m., Monday-Friday. The person in charge must sign a hold harmless agreement and provide liability insurance.

Organization (or individual) requesting use _____

Nature of activity: _____

Person in Charge _____ Email _____

Phone (day) _____ (cell) _____ (night) _____

Street Address _____

City _____ State _____ Zip Code _____

Date(s) requested for event (mm/dd/yy): _____

Event Setup - Date & Time: _____

Event Start - Date & Time: _____

Event End - Date & Time: _____

Event Cleanup - Date & Time: _____

Number of People Attending: _____

Area Requested: (see pricing guide on next page)

_____ Cafeteria (maximum capacity 200)

_____ Adult Education Room (maximum capacity 25)

_____ Concession deck

_____ Fields

_____ Parish Center (maximum capacity 500 with concentrated seating)

Event Requirements: # of chairs _____ # of tables _____ microphone (PC and cafe only) _____

Concession (PC only) _____

*****Note: A temporary liquor permit is required for all events that sell alcoholic beverages or charge admission and serve alcoholic beverages.**

Your request will be reviewed, and you will be contacted if clarification is necessary. A confirmation letter will be mailed to you.

Please read the guidelines and the following before signing the reservation form:

I agree to the terms and guidelines for use of the facilities and accept full responsibility for any damage to the building or contents that may occur during the time I have indicated the event is taking place.

Signature of person in charge

Date