

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) _____

(If possible, include on the other side of this form a drawing of how you would like the area set up.)

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