

WOW CHURCH & LIFE CENTER RENTAL FORM

The reservations and arrangements for use of WOW Church and Life Center must be made through the event coordinator. No reservation is confirmed until this form is completed (**with payment**). Any questions please contact 313-521-5090 ext. 11.

Date of Event _____ Type of Event _____ # of Guests _____

Start Time _____ a.m./p.m. End Time _____ am/pm

Contact Person _____

Organization (if applicable) _____

Phone _____ Fax _____

E-Mail address _____

Billing Address _____

Will food be served? _____ If so, what type of food _____

Will an admission fee be charged? If so, amount \$ _____

Signature of person completing this form **Date**

Printed Name of person completing this form

By signing this form you acknowledge that you have read and understand the Facilities Use Guidelines and will abide by all stipulations set forth in this document.

Rental fee includes 30 minute setup and 30 minute teardown time. Any additional use of facility beyond rental time (including setup & teardown) will be billed at \$50.00 per 1/2 hour).

OFFICE USE ONLY: Fee _____
Amount Paid _____
Balance _____
Check or Cash (circle one) _____ g / f / m