

St. Catherine of Siena Parish, 1125 Ferry St., Martinez, CA 94553

Event Scheduler Form

(Must be submitted at least a month prior to the event)

Name of Organization: _____

Name of Event: _____

Facility: _____ Church _____ Parish Hall & Kitchen _____ Rectory
_____ Parish Center: Room or Library (circle one)

Parking Requirements: _____ Upper Yard _____ Lower Yard _____ Street

Event Date: _____ Time: From: _____ to _____

Set Up Dates: _____ Time: From: _____ to _____
_____ Time: From: _____ to _____

Food/Beverages served (Circle which applies): Food and/or Beverages
_____ Alcohol *If sold, license required by State of California 2 weeks prior to event

Fundraiser: Yes: _____ No: _____

Proceeds to Benefit: _____

Insurance purchased: _____ Proof of Insurance on file: _____

Organization President: _____
(Print Name) (Sign Name)

Phone: _____ Email: _____

Event Coordinator: _____
(Print Name) (Sign Name)

Phone: _____ Email: _____

Date: _____

Note: Keys & Facility Use Procedure Form should be picked up no later than 4:30 pm prior to the event or activity from Parish Office. (Keys are not be picked up from Rectory).

Event Advertising: Parish Organizations may submit a bulletin article for their group's event to our Parish Office for posting **two** bulletins prior to their event. Submissions to the bulletin editor may not be received prior to two weeks before the bulletin issue date. All posters, flyers & announcements must be approved & signed by Fr. Leo prior to being posted anywhere in our facilities. These signed & approved announcements may not be posted more than three weeks before the event. Parish Events where 100% of donations go to the Parish or School can post their events one month ahead of the event. No two events are to be advertised and or have ticket sales at the same time.

OFFICE USE ONLY:

Parochial Administrator: _____ Date: _____

Parish Secretary: _____ Date: _____

Fee: \$ _____ Date Paid _____