

Request to Schedule- Facility Rental

If you have any questions, please contact Michele Flynn at
361-575-4741

centercoordinator@olvcathedral.org

Event Name- Required

If wedding reception, where is the wedding?

Occurrences

Occurrence(s) Required

If Multiple Occurrences, please complete

Frequency of Meeting

- DAILY
- WEEKLY
- MONTHLY

Day of the Week

Please include any other information regarding dates, (ex. Each third Sunday of the month)

Requested Date(s) Required

Alternate Date(s)

Rooms Requested

- Entire Facility- No More than 1300 People
- St. Michael's Hall- No More than 600 People
- St. Gabriel's Hall- No More than 190 People
- St. Raphael's Hall- No More than 65 People

Requested Event Start Time- Required

Requested Start Time AM or PM- Required

Requested Event End Time- Required

Requested End Time AM or PM- Required

Requested Set Up (Date/Start Time)

Number of People Expected

At this Event (check all that apply)

- I will need kitchen access
- Liquor will be served (security required)
- I will need audio/visual equipment (additional fee)
- I have a private insurance certificate (proof required)
- I will purchase insurance through the Diocese (additional fee)
- None of these apply

Parish Registered- Required

If this rental is for a group (ex: Altar Society, ACTS, etc.) please list the name of the group:

Full name of Group Leader

Contact Information

First Name- Required

Last Name- Required

Address- Required

City- Required

State

Zip Code- Required

Email- Required

Phone Number- Home or Cell- Required

I UNDERSTAND THAT THE RESERVATION IS NOT GUARANTEED UNTIL THE CONTRACT IS SIGNED, APPROVED, AND THE DEPOSIT IS PAID

YES, I UNDERSTAND

I UNDERSTAND THAT SECURITY MAY BE REQUIRED UPON DISCRETION OF THE CATHEDRAL CENTER. THE ADDITIONAL FEE WILL BE PAID BY THE GROUP/PERSON HOSTING THE EVENT

YES, I UNDERSTAND