



**HARVEST HILLS ALLIANCE CHURCH**  
**10099 Harvest Hills Blvd. N.W.**  
**Calgary, AB T3K 4W9 Phone: 403-226-0990 x 266**

## FACILITY RENTAL REQUEST FORM

HHAC requires a copy of your CERTIFICATE OF INSURANCE. Thank you.

Today's Date:

Time of Request:

NAME OF EVENT:

EVENT DATE(s):

EVENT TIME (start & end):

NUMBER OF PEOPLE EXPECTED:

ARRIVAL TIME FOR SET UP:

WILL BE DONE CLEAN UP AND LEAVE BY:

GROUP/ORGANIZATION:

Contact Name:

Email:

Phone Number:

Cell #:

Please check **all** rooms required:

Sanctuary (Seating capacity 400)

Upstairs 200A (large room) (Seating Capacity 25)

Youth Room (Seating capacity 80)

Upstairs 200B (Seating Capacity 20)

COSA (Children's Open Session Area) (Seats 80)

Foyer

Classroom 109 (Seating Capacity 20)

Parking lot

Will you be doing your own set up and clean up: \_\_\_ Yes \_\_\_ No

Other requirements (extra charges may apply \$35 - \$50):

Chair set up

Head Table with \_\_\_\_\_ chairs

Table set up

Registration Table with \_\_\_\_\_ chairs

Round tables: How many? \_\_\_\_\_

Microphone: How many? \_\_\_\_\_

Rectangle Tables - How many? \_\_\_\_\_

Sound Technician (\$50 per hour)

Have you rented space here before: \_\_\_ Yes \_\_\_ No; If yes, when?

Other Details/Requirements: