

ST. ELIZABETH OF HUNGARY
OUR MOTHER OF SORROWS
ST. THERESE OF LISIEUX

## **ACTIVITY REQUEST FORM**

Parish Offices: phone 637-7600 fax 637-3794 747 Harrison Ave, Louisville, KY 40217 lisa@paxchristilou.org

## General guidelines for completing activity request form:

- 1. Events must fit in with the overall mission of the Archdiocese and parish.
- 2. Submit activity request form to parish offices in care of Business Manager. Please note that **charitable gaming events** require a minimum **90 day notice** due to the requirement that a gaming license has to be obtained before an event can be promoted. **Non-gaming events** require a minimum **30 day notice**.
- 3. The Business Manager will contact the Point of Contact to review calendar conflicts, request additional information and/or notify of request status.

TODAY'S DATE							
PARISH ☐ St. Elizabeth	□ Our I	Mother of S	Sorrows 🗆 S	St. Therese			
NAME OF ACTIVITY							
Activity Date(s)				Start	End_		
Activity Date(s)		Start	End_				
Using the activity detail box revenue/costs (if any). Pleas	. •		the activity inclu	ıding purpos	e, goal and ex	pected	
Reservation of Space for Se	etup:	Date(s)		_ Start	End		
Reservation of Space for Te		_ Start	End				
PLEASE NOTE: With rare exc parish fundraising activities or functions themselves. Staff as been made with the Business in POINT OF CONTACT (POO	those parisi sistance sh Manager. P	h activities w ould be limit lease use th	/here it is not phy ted to standard w	vsically feasib vork schedule ments box to	le for the particips unless special advise of special	pants to perform those arrangements have al needs.	
POC's phone number and e							
FACILITIES (circle all that a	ipply)						
St. Elizabeth	Church		Cafeteria				
Our Mother of Sorrows	Church	Gym	Cafeteria	Rectory	Lyons Den	Upper Room	
St. Therese	Church	Gym		Rectory			
eys required?			Alarm code required?				
CHARITABLE GAMING If yes, licensed Gaming Cha	Y N						

Bingo (only count			es/booths for each g	ame to be co	nauciea:	
	as 1)		Blackjack	# H	orse Race Bing	0
Poker		#	Dice Games	P	ulltabs (only co	unt as 1)
Roulette		#	Raffles	# K	eno	
Baccarat		#	Quarter Push	# T	exas Hold'em	
Money Wheels (C	ash Prizes)			# H	orse Race by F	coll of Dice
Non-Cash Prize V	Vheel Game	es (Prize va	alue does not exceed	\$100)		
LCOHOL SERVICE	Y N					
yes please list approved l	bartenders.	Two are r	equired to be on site	at all times.		
alcohol request approved	security wil	l be sched	uled by the parish off	ices and paid	d for by event p	oceeds.
TART-UP MONEY	Y N					
yes, start-up check made	payable to:					
umber of \$20 bills		x	\$20 =			
umber of \$10 bills		X	\$10 =			
umber of \$5 bills		X	\$5 =			
umber of \$1bills		X				
umber of rolls of quarters			\$10 =			
umber of rolls of dimes		x				
lumber of rolls of nickels			\$2 =	<del></del>		
			Y			
	Total		\$			
OTHER CHECK REQUES		SUBMIT	·	N		
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	TS WILL BE		TED? Y	FOR OFFIC	E USE ONLY <u>Date</u>	<u>Initial</u>
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