

**Non-MPCS Related External Request for Reservation
 (Non-Performance Events)**

Overall Procedure

Step 1: Submit Form

Submit this completed form
 Via: Scan/Email, Mail, or Fax
 Attention: Kathleen McCook

* kmccook@mtparanschool.com
 * 2250 Stilesboro Road
 Kennesaw, GA 30152
 * 770.977.9284 (fax)

Step 2: Email Confirmation

Wait for an EMAIL CONFIRMATION
 From: Kathleen McCook
 A Rental Quote will be included in email.

** Your event is not confirmed until
 Step 2 has been completed and you
 have accepted the Rental Price Quote**

Step 3: Event Coordination

Steve Henson will be given
 confirmed event info from
 Kathleen & contact renter.

**Using details from this form &
 the Rental Price Quote, a
 contract will be drafted and
 coordination of event will begin**

Room Requested: Mark the line corresponding to the room requested.

1 st Floor	Capacity	2 nd Floor	Capacity
___ Choral Rehearsal Room (CRR)	100	___ Black Box Theatre (BBT)	120
___ Instrumental Rehearsal Room (IRR)	150	___ Grand Lobby (GL)	+/-200
___ The Rest (REST)	40	___ Artist Reception Room (ARR)	20
___ MAC Board Room (3 rd Floor) (BR)	16	___ Dance Studio (DS)	N/A

Please note: the managing director reserves the right to assign an alternate location for the event if the requested location or personnel is unavailable or unfeasible.

Contact Information: Please complete all that applies to your specific event.

Request Submitted by:

(name) _____ (phone) _____ (email) _____

Groom Contact Info:

(name) _____ (phone) _____ (email) _____

Bride Contact Info:

(name) _____ (phone) _____ (email) _____

Address to use on contract:

(street address) _____

(city) _____ (state) _____ (zip) _____

Wedding/Party Coordinator Contact Info:

(name) _____ (company) _____

(phone) _____ (email) _____

Caterer Contact Info:

(name) _____ (company) _____

(phone) _____ (email) _____

Initials: MD SEC

Event Information: Please complete all that applies to your specific event.

Type of Event: _____ **Headcount:** _____

Event Date(s) of Interest: _____ **Event Timeframe of Interest:** _____ a.m./p.m.)

Rehearsal Date(s) of Interest: _____ **Rehearsal Time of Interest:** _____ (a.m./p.m.)

Load-in Date of Interest: _____ **Load-in Time of Interest:** _____ (a.m./p.m.)

Event Options: Please check all areas that apply to your specific event.

(1) **Formal (Seated) Event** or **Informal (Standing) Event** or **Other (explain)** _____

(2) **Food:** Buffet Style Seated-Coursed Dinner Passed hors d'oeuvres Tabled hors d'oeuvres

(3) **Beverage:** Punch Water Iced Tea Coffee Soda Sparkling Beverage Other: _____

(4) **Music:** DJ Live Band None Other: _____

(5) * **Tables:** Are you interested in learning more about MAC table options? yes no

(6) * **Linens:** Are you interested in learning more about MAC linen options? yes no

(7) * **Banquet Chairs:** Are you interested in learning more about MAC banquet chair options? yes no

(8) * **Platforms:** Are you interested in learning more about MAC platform options (for band or stage)? yes no

(9) **Concessions:** Are you interested in using MAC concessions window for beverage service? yes no

(10) **Rolling Bar:** Are you interested in using MAC rolling bar for additional beverage service site? yes no

(11) **Grand or Upright Yamaha Piano:** Are you interested in using MAC piano for your event? yes no

(12) **Plasma Screens:** Do you have a DVD or PPT presentation you wish to display for your event? yes no

(13) Will you want to use the MAC 48" Round (2-person/Sweatheart's Table)? yes no

(14) Will you want to use the MAC 48" Round Cake Table? yes no

(15) Will you want to use a MAC 6' Rectangle Table for gifts? yes no

*** Information for your event.**

Table Sizes: (30" round top, 48" tall cocktail) (Rounds: 48", 60", and 72") (Square: 36" x 36") (Rectangle: 8' x 3', 6' x 3') (Serpentine Tables: 7' x 3')

Linen Colors: The MAC owns linens for all tables in the color ivory and black with the option of black overlays.

Linen Sizes: The MAC linens fit all table configurations except 72" Rounds and Serpentine Tables.

Chair Colors: Brushed Copper Frame, Midnight Blue fabric

Platform sizes: (3' x 8' platform sizes, adjustable leg heights: 7", 15", 23", 31", 38")

Mount Paran Christian School is a zero tolerance campus; alcohol and smoking are prohibited.

Additional Requests or Questions:

Thank you for your request!

Please await a confirmation email from the Managing Director of the Murray Arts Center of Mount Paran Christian School. A quote for the rental price will also be included based on the information submitted on this form.
