

# Event Reservation Form

Name: The Quechee Church/  
Christ Redeemer Church  
Phone No. 603-643-5588  
Email: [office@quecheechurch.org](mailto:office@quecheechurch.org)  
Address: 1905 Main Street  
Quechee VT 05001

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Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Email: \_\_\_\_\_ Address: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Email: \_\_\_\_\_ Address: \_\_\_\_\_

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Event Date & Time: \_\_\_\_\_ *Please include anticipated set-up & clean-up time needed below:*  
Expected # of People: \_\_\_\_\_ Reservation Start & End Time: \_\_\_\_\_  
Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Building Use Policies

The Quechee Church may be reserved, pending the approval of the staff and elders, no more than 60 days in advance of an event, to prevent interference with the church's own schedule. The following requirements must be accepted by signing below by anyone or any organization seeking to reserve the facility.

1. No smoking or alcoholic beverages.
  2. Adequate adult supervision must be present whenever youth (17 years or younger) are using the facility.
  3. Church property (coffee pots, dishes, etc.) may not be removed from the facility.
  4. Users are responsible to clean and reset rooms used in the facility, restoring it to a condition suitable for Sunday morning worship.
  5. Users are responsible for any damages incurred during the event, and must report such damage immediately to [office@quecheechurch.org](mailto:office@quecheechurch.org).
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## Fee Schedule: *for non-members and non-constituents of The Quechee Church/Christ Redeemer Church*

- \$500 charge for the Sanctuary and Office areas on the main floor. The fee includes time during the event, and any applicable rehearsals and/or setup 1 day ahead.
- \$500 charge for the Kitchen and Social Hall downstairs. The fee includes time during the event and any required setup 1 day ahead.