

Hospitality Ministry Contract

Event name:

Event date:

Event time start/finish:

If RUMC event, is reservation in EventU?

Event location/address:

Contact name:

Contact address:

Contact email:

Contact phone number:

Estimated number of guests:

Menu selections:

Estimated food charges (per/person):

Event service fees:

Total due:

Special directions/arrangements:

Tablecloth color:

Buffet or seated meal service:

Number of volunteers:

Final guest count due seven days before the event:

Deposit amount due 30 days prior to event and amount due:

Final payment amount and date due:

Internal RUMC acct to be charged:

Confirmation of agreement and contact person has read cancellation policy;

Event Contact

Director of Hospitality
Roswell United Methodist Church

Cancellation policy- If food service is cancelled with less than seven business days' notice, 50% of food and labor costs will be charged. If food service is cancelled with only 48 hours' notice or less, 100% of food and labor costs will be charged.