

# Event/Conference Request Form



[www.denverseminary.edu/about-us/our-campus/conferences-and-events-inquiries](http://www.denverseminary.edu/about-us/our-campus/conferences-and-events-inquiries)

*Note: This is a **request** form. We cannot guarantee that your event's date(s) will be approved due to scheduling conflicts. Please **DO NOT** advertise your event until this form has been approved and returned to you. Thank you.*

Event Name:	_____	Event Date(s):	_____
Contact:	_____	Times:	_____
Phone:	_____	Room Requested:	_____
Email:	_____	Capacity:	_____
Rental Price (\$100 deposit due with contract):	_____		
	App. # of Participants: _____		

## Calendar Approval

Signature	_____	Date Approved	_____
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## Event plans

**Refreshments?**     Yes     No

Number of meals/snacks to be served: \_\_\_\_\_

## Room Setup Requirements (Please Indicate the number needed for each)

6ft long tables: \_\_\_\_\_      5ft round tables: \_\_\_\_\_      Chairs: \_\_\_\_\_

*If special setup is needed, please submit a diagram with this request.*

*Please note that a separate email request to Denver Seminary's Help Desk is required for Audio/Visual needs. The Help Desk can be reached by emailing [helpdesk@denverseminary.edu](mailto:helpdesk@denverseminary.edu).*

## Items allowed for Weddings:

*You must arrange to have all these items removed from the room at the end of the ceremony.*

Flowers (real or silk) • Candles (with drip holders) • Trellis • Runner

## Submitting this form

Please email this completed form to [melanie.eagar@denverseminary.edu](mailto:melanie.eagar@denverseminary.edu) for approval. Be sure to include diagrams and any special requests.

## Conference Office Approval

Signature	_____	Date Approved	_____
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## Additional Information

### Services

Denver Seminary will be responsible for setup and teardown service for these classrooms/chapel according to Client's request, so long as Client makes such request in writing at least five days prior to the Event.

Client may provide its own audio-visual equipment and related services. In the event Denver Seminary's equipment and technicians are needed, the costs are as follows:

- Classrooms: \$50 equipment use fee and \$25 per hour tech fee
- Lecture halls: \$75 equipment use fee and \$25 per hour tech fee
- Chapel: \$400 equipment use fee and \$25 per hour tech fee
- Executive Board Room: \$35 equipment use fee and \$25 per hour tech fee

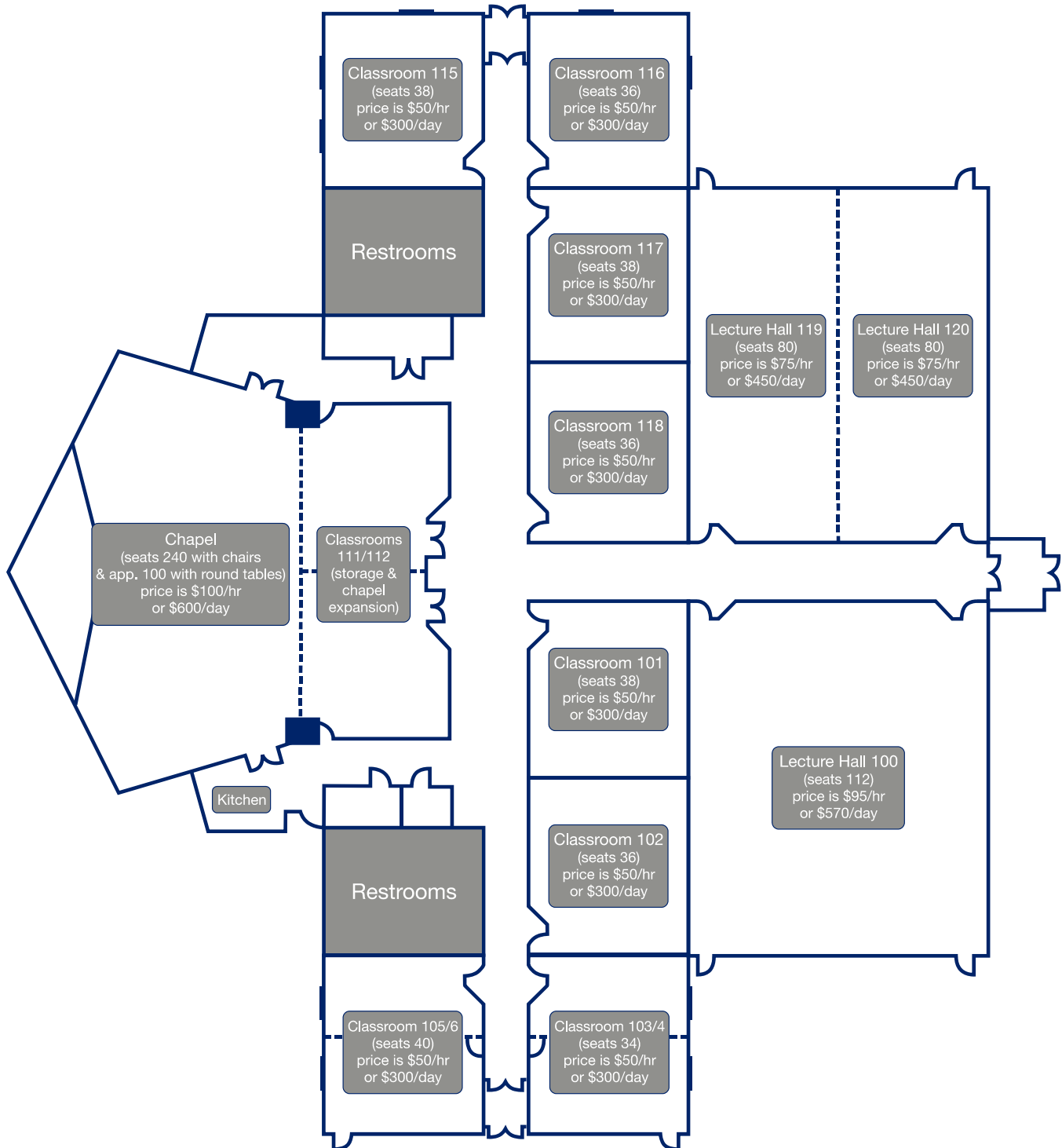
### Responsibility of Client

The client will not allow its participants to behave in an unsafe, careless or negligent manner while on Denver Seminary's property or while entering or leaving said property or facilities. The client accepts all liability for damages arising from the actions of all its participants, as well as accepts the cost of repair brought about by said damage.

The client agrees that there shall be no alcoholic beverages and no smoking in Denver Seminary buildings.

The client agrees that their conduct in the areas of speech and behavior will be consistent with the Christian values and conduct appropriate for a Christian campus.

## Room Capacities and Rental Fees



### Additional Fees Notes:

Technical assistance is billed at \$25/hour with a minimum of 2 hours. The chapel sound system and the use of any Seminary audio/visual equipment requires Denver Seminary personnel to operate.

Damage Deposit: \$100 per event. Custodial Fee: \$10/hour (charged against damage deposit if renter fails to leave the room in acceptable condition)

Note: weddings are not allowed during school hours because of the disruption to classes. They are allowed on weekends when classes are not in session.

Facilities are available during the following times, subject to Denver Seminary class schedule: Monday-Friday from 8am-11pm and Saturdays from 7am-11pm.

Events can only be scheduled as far in advance as the end of the current semester/classroom use schedule.

No food or drink, other than water, is allowed in the chapel and classrooms unless approved by the Conference Office.