

Most Holy Trinity Church  
524 Mifflin Street  
Huntingdon, PA 16652  
814-643-0160; [mhtcc@comcast.net](mailto:mhtcc@comcast.net)

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## ACTIVITY REGISTRATION AND RESERVATION OF FACILITY APPLICATION

TODAY'S DATE:
NAME OF EVENT:
NAME OF ORGANIZATION:
NAME OF EVENT COORDINATOR:
ADDRESS:
PHONE NUMBER:
EMAIL ADDRESS:

DATE OF FUNCTION:
ROOM REQUESTED:
PREPARATION BEGIN TIME:
EVENT BEGIN TIME:
EVENT END TIME:
CLEAN-UP END TIME:
NUMBER OF PEOPLE EXPECTED:
WILL YOU BE USING THE KITCHEN: _____ YES _____ NO
SET-UP REQUIREMENTS:
WILL THERE BE A GUEST SPEAKER? _____ YES _____ NO
NAME OF SPEAKER: _____
AFFILIATION/POSITION _____

**If you plan to have the Knights of Columbus provide the meal for your event please contact either Richard Evans(643-3959), George Lightner(669-1964) Bill Benton(643-0739) before submitting this application.**

*If alcohol is to be served, proof of liability insurance must be submitted with this application.*

**A copy of the "Policy on the Use of Parish Facilities"  
and "Rental Fees" are attached to this registration.**

Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Signature: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

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December 2012  
MHTCC\Hall\Trinity Hall\Activity Registration Application 2012.doc

## RENTAL FEES FOR PARISH FACILITIES

1. \*Rental for general meeting, seminars and/or business presentations :  
  
    \$50.00 per hour (non-food gatherings)  
  
    \$75.00 per hour (includes kitchen and dinnerware usage)  
  
    (Two-hour minimum applies. Partial hours are hourly rate)
  
2. \*Wedding receptions, anniversary celebrations, banquets, etc.:  
  
    \$300.00 per day
  
3. \*Registered parishioners (for the use of their immediate family)  
for receptions, banquets, anniversaries, etc.:  
  
    \$150.00 per day
  
4. School Related Banquets  
  
    \$150 per Banquet
  
5. Requests for exceptions, changes, or waivers to these fees must be made in writing  
and must be submitted with this application.

**\*All fees must be submitted to the office prior to the event.**

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**Jan. 1, 2016**