

**Rental Form**  
**Woodmar United Methodist Church**  
**7320 Northcote, Hammond, IN 46324**  
**219-844-3030**

Date requested \_\_\_\_\_ Room requested: \_\_\_\_\_

Name of person in charge \_\_\_\_\_ email \_\_\_\_\_

Name of organization (if applicable) \_\_\_\_\_

Address (This is where we will send the refund of your deposit after your event.)

\_\_\_\_\_

Street address	City	State	Zip
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Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Name of alternate in charge \_\_\_\_\_

Alternate person's phone \_\_\_\_\_

Type of Event \_\_\_\_\_

Time you will arrive to begin setting up \_\_\_\_\_ Vacate Time \_\_\_\_\_  
(You are allowed a total of six hours, including your set-up time.)

Are you having a bouncer, piñata, or other item that the custodian needs to know about for room set-up?

\_\_\_\_\_

Tables needed - 5 ft round and 8 ft long are available \_\_\_\_\_

Approximate number of people attending \_\_\_\_\_

**Security Deposit - \$75.** The deposit is in addition to the rent, but will be returned after your event unless something is damaged or our rules are not followed.

**All fees are due when you arrange your rental.** Rent for the large hall (Community Center) including custodian and security deposit for 75 people or under is \$253 + \$75 security deposit = \$328. (If you will be using a credit or debit card for payment, please add a \$9 fee = \$337.)  
Over 75 people \$310 + \$75 security deposit = \$385. (\$395 when paying by credit or debit card.)  
Rent for small hall (40-55 people) is \$137 + \$75 security deposit = \$212. (\$218 using a credit or debit card.)

Signature of person in charge \_\_\_\_\_ Today's date \_\_\_\_\_