

Special Event Arrangement Form



Our Lady Queen of Peace R.C. Church
209 U.S. Highway 206
Branchville, New Jersey 07826

Phone: 973-948-3185, Fax: 973-948-4799
Email: office@olqpbranchville.org

Name of Event: _____

Purpose for Event: _____

Event Date: _____ **Event Time:** _____

Host of the Event: _____

Intended Guests: _____

Space Being Reserved: _____

Will there be decorations? (Y/N) What is the nature of the décor? _____

Decoration Crew: _____

*Decorations must be fitting to the nature of a Catholic parish. All decorations must be set-up and taken down by the Decoration Crew. Decorations are to be set-up no more than one day before an event and must be taken down immediately thereafter, unless another arrangement has been made. Damage done to walls or other parish property will result in the event host's financial liability.

Food Events:

Is the food event being catered?: (Y/N) if yes, by Whom?: _____

Are food and beverages being prepared and/or served by Our Lady Queen of Peace parishioners? (Y/N)

Is food being prepared in a kitchen at Our Lady Queen of Peace?(Y/N)

*Whenever food or beverages are being prepared in a kitchen at Our Lady Queen of Peace or are being served by our parishioners, there must be at least one (1) ServSafe Certified Food Handler present from beginning to end of the food and beverage preparation, serving and disposal during any and all food events.

ServSafe Certified Food Handler: _____

Other Cooks: _____

Servers: _____

Special Event Arrangement Form

Set-up Crew: _____

Clean-up Crew: _____

Entertainment:

Musician(s): _____

Performer: _____

**Is a stipend for entertainment needed? (Y/N)
if yes, How much?:\$ _____**

Is there need of usage of any parish audio/visual or electronics devices? (Y/N) if yes, what will be used? _____

IT/Electronics Trouble Shooter: _____

*No member of the parish staff will be held responsible for making any audio/visual, technological or electronic equipment work properly. This is the sole responsibility of the event host and their IT/Electronics Trouble Shooter. "Messing-up" previously working or the breaking of any parish IT/Electronics will result in the event host being held financially liable for all repairs or replacements.

Special Presentation(s): _____

Guest Orator(s): _____

*Any and all guest speakers are subject to the approval of the Pastor and must be in full communion and good standing with the Catholic Church.

Public Relations/Press Releases/Advertising

Will there be any public announcements, advertising or press releases? (Y/N)

How do you plan on announcing your event?: _____

Who will be handling public relations and/or advertising?: _____

Will there be any expense to the parish for advertising, banners, flyers, posters, etc? (Y/N) if yes, what is the planned expense?: \$ _____

Will social media, email, flocknote, or a website be used? (Y/N) if yes, what is the url or media used?: _____

Permits:

Special Event Arrangement Form

Are permits required for this event from the Town of Frankford, County or State? (Y/N) if yes, from whom? _____

What are the nature and purpose of any permits needed? _____

What is the cost of permits? \$ _____

Who is seeking the permits? _____

Are they seeking these permits in the name of the Parish or their own organization or person? _____

No permits can be attained in the name of the Parish without the Pastor's express approval.

Outside Contractors/Vendors/Corporate Entities:

Will there be any outside contractor, vendors, or for-profit, or non-for-profit corporate entities present at your event? (Y/N)

If yes, who: _____

Will they be engaging in for-profit enterprise? (Y/N)

What is the purpose of the presence of these entities? _____

Will there be additional permits or inspections necessary due to their presence? (Y/N) if yes, what? _____

Do they have insurance? (Y/N) Have you attained a certificate of insurance with the required language of the Diocese of Paterson for an outside vendor or corporation? (Y/N)

**For the required language needed in a certificate of insurance from an outside contractor, vendor or corporation, please contact Mrs. Jenn Durso. All certificates of insurance must be submitted to Mrs. Jenn Durso, parish office manager, no later than a week before the event. Failure of a contractor, vendor or corporation to present a suitable certificate of insurance as required by the Diocese of Paterson will exclude that contractor, vendor or corporation from participation in the event.*

Notes:

- 1)** The pastor must approve all event plans no later than one month before the special event.
- 2)** The reservation of the hall space must be made at least one and a half months in advance with the parish office manager, Mrs. Jenn Durso.

Special Event Arrangement Form

- 3) Special Events that have not been approved by the Pastor are considered cancelled and are forbidden to occur.
- 4) If there is need for the reservation of a practice space or storage space for a special event, such arrangements must be made with the parish office manager, Mrs. Jenn Durso at the time of the reservation of the hall. Other parish halls and spaces will not be afforded guests the day of the special event without prior reservation. The reservation of the hall for the event does not include the reservation of any other parish spaces.
- 5) Any damage to the church or other spaces of the parish are the financial liability of the person or group sponsoring the Mass.
- 6) All presentations and events must be fitting to the nature, purpose and mission of the Catholic Church.
- 7) All entertainers are subject to the review and approval of the pastor.
- 8) All guest speakers must submit their address, speech, presentation or keynote to the pastor no less than one week in advance of the event. And, at that time, the pastor reserves the right to cancel the event if he can show cause.
- 9) The Event Host must check with Mrs. Jenn Durso concerning any other permissions or processes needed to be completed for their event as per particular law of the Diocese of Paterson and concerning the Township of Frankford, County of Sussex and State of New Jersey. The completion of these permits and processes are the sole responsibility of the Event Host. Failure to attain any and all necessary permits or permissions will render the event automatically cancelled and all expenses and loss are the financial responsibility of the event host.

Event Host's Signature:

Pastor's Approval: