



EVENT REQUEST FORM

Thanks for considering MCC Las Vegas as the place for your event!!

Note: Alcohol will not be permitted on the premises.

Provide the following contact information: (Print Legibly)

Name		Event Date	
Address		Phone Number	
		Email Address	

Please select the areas/services you are requesting from the list below:

✓	Area Requested	Member/Regular Attendee*	Non-Member
	Sanctuary	Free	\$150
	Cleaning Fee	\$50	\$50
	#Rainbow Room (Fellowship Hall)	Free	\$25
	Cleaning Fee	\$25	\$25
	Service Requested	Member/Regular Attendee*	Non-Member
	Minister Fee	\$50.00	\$100.00
	Musician - Piano	\$75	\$100
	Musician – Vocalist	Arranged with vocalist	Arranged with vocalist
	Sound System Use – 1 Wireless Mic	Free	\$25
	Sound Tech – More than 1 Mic Used	\$25	\$50

* Regular Attendee is defined as attendance at least twice per month for the previous 6 months.

Once the date is confirmed, a \$50 deposit is required to hold the space for your event. The Balance is due within 14 days of the event. All checks are payable to MCC LV.

#Items included in the rental of the Rainbow Room: 116 chairs (maximum capacity) and 10 tables

CHURCH OFFICE USE ONLY:

Activity		Performed By:
Space Reserved	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Space Fee Total	\$	
Deposit Received	Date	
	Amount	
	Payment Method	
Balance Due	\$	
Balance Received	Date	
	Amount	
	Payment Method	