



## GRACE EPISCOPAL CHURCH

116 W. WASHINGTON AVE  
MADISON, WI 53703  
608.255.5147  
[togracechurch@gmail.com](mailto:togracechurch@gmail.com)

### KITCHEN AND CORNELIA VILAS HALL RENTAL REQUEST FORM

Please email or mail this form to Christina Burzinski, Parish Administrator, at [togracechurch@gmail.com](mailto:togracechurch@gmail.com), to begin the building request process. If your event fits within the mission of Grace Church priorities and does not conflict with pre-existing events, you will receive a "Grace Episcopal Church Rental Agreement Form" outlining your rental date and fees. That form will need to be completed, signed, and returned to the church office with your \$250 security deposit (and insurance

liability form, if requested by the Parish Administrator). Once these items are received, a confirmation will be sent to you and your event will be placed on the Grace Church calendar.

Name(s):

---

Organization:

---

Mailing Address:

---

Phone:

---

Email Address:

---

- Requested Event/Meeting Date(s):

---

- Event/Meeting Title:

---

- Event Time:

---

- Estimated attendance (max. 100):

---

- Which rental space(s) do you require? Kitchen Cornelia Vilas Hall

- Will event be open to the public? ☐ Yes ☐ No

- Will admission fees be charged for event? ☐ Yes ☐ No

- Will food be served? ☐ Yes ☐ No

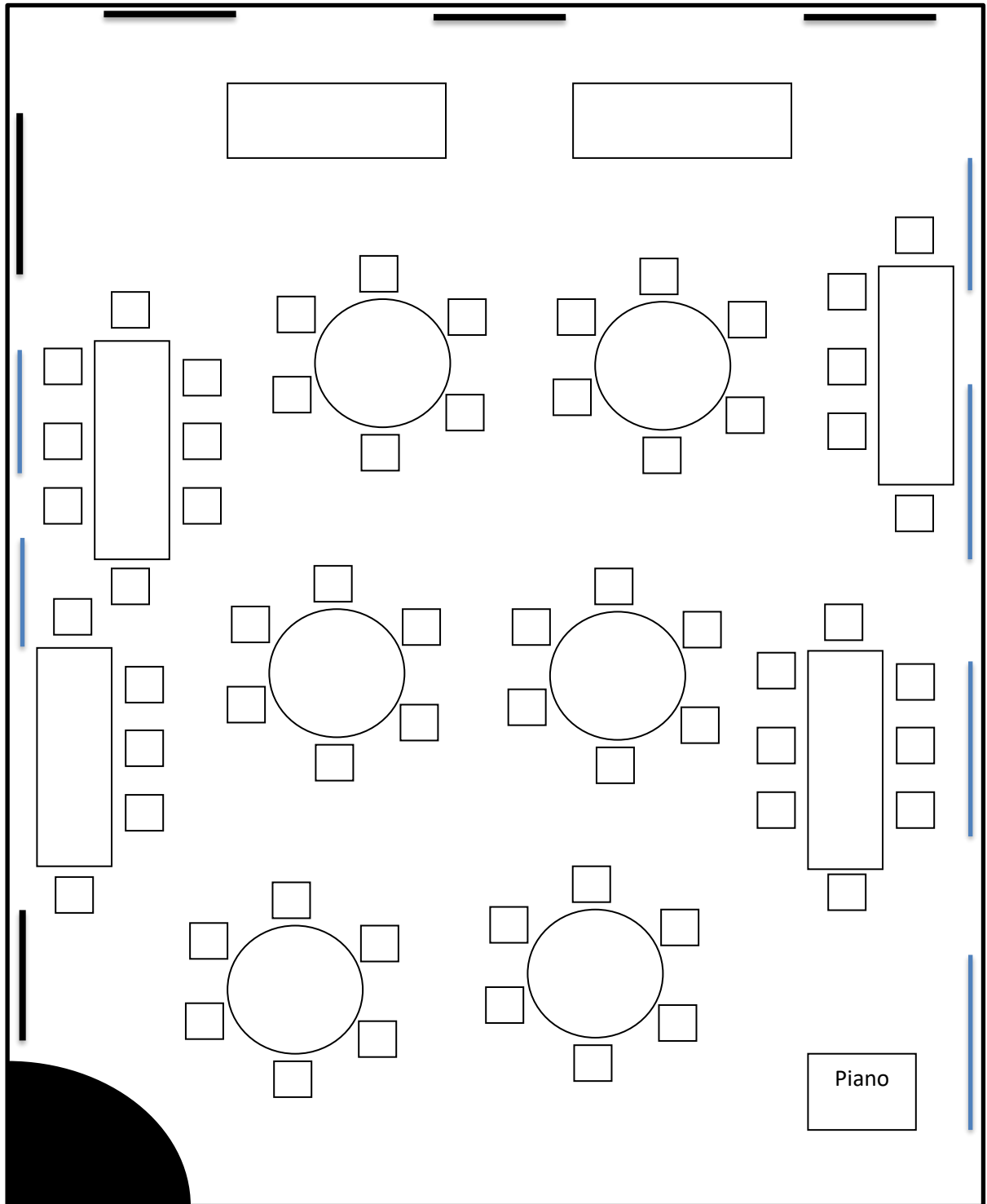
- Do you request for food to be sold? ☐ Yes ☐ No

- Do you desire alcohol be served? ☐ Yes ☐ No
- Do you request permission for alcohol to be sold? ☐ Yes ☐ No
- Will additional lighting be set up? ☐ Yes ☐ No
- Will additional power be required? ☐ Yes ☐ No
- Will there be music? ☐ Yes ☐ No
- Will food be sold? ☐ Yes ☐ No
- Please specify what décor is needed to be removed prior to event (i.e. Tables, flower centerpieces, chairs, bulletin board):  
\_\_\_\_\_
- How many tables are needed? \_\_\_\_\_
- How many chairs are needed? \_\_\_\_\_
- What supplies do you anticipate needing? \_\_\_\_\_
- Are there any special circumstances regarding this event that we need to be aware of?  
\_\_\_\_\_  
\_\_\_\_\_
- Indicate any additional concerns or requests:  
\_\_\_\_\_

**PLEASE NOTE:** Grace Church does not provide rental groups with meeting equipment, such as projector screens, projectors, laptops, phone access, etc., at this time. If you need this equipment or any additional needs such as extension cords, ladders, power strips, etc., for your meeting/event, please plan accordingly. Please see the "Buildings Use and Guidelines" document for additional Grace Church rental policies.

**\*\*ALSO NOTE:** Grace has a no-alcohol-use policy unless pre-approved by a vote of the vestry.

# CURRENT CORNELIA VILAS HALL LAYOUT



# ANTICIPATED ROOM LAYOUT

Please include # of tables and chairs and exact placement

\*Include any side tables needed for displays/food

