

Bethany Baptist Church
275 West Market Street
Newark, NJ 07103
Church Office - 973-623-8161
Fax 973-643-1701
www.bethany-newark.org

RESERVATION FORM

Today's Date _____ Date(s) Requesting _____

Purpose of Event _____ Time: From _____ To _____

Reservation Made By _____

Responsible Agent/Person _____ Phone _____

Organization's Name _____ Phone _____

Address _____ City/State _____ Zip _____

Expected Attendance _____

ROOMS

Chapel ____ Sanctuary ____ Fellowship Hall ____ Lounge ____

Seminar Room ____ Sunday School Room ____ Auditorium ____

FURNITURE

Chairs # _____ Tables# _____ Piano _____ Stage _____

Microphone ____

Caterer ____ (**You Must Use Bethany's Caterer**)

Alston Caterer - 201-833-4453; cater4453@earthlink.net

Saturday Events must be concluded by 3:30 p.m.

Weekday Events must be concluded by 9:00 p.m.

Approved By _____

Date _____

Disapproved By _____

Date _____

**NOTE: Please wait for Church approval before making any other arrangements.
All rooms are on a first come basis. You will be notified of room assignment.**