



# FACILITY APPLICATION FUNERALS & MEMORIAL SERVICE

Please allow 48 business hours for this application to be approved by the management Team.

## Family

Loved one being remembered: \_\_\_\_\_ Family Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Funeral Home

Name of Funeral Home: \_\_\_\_\_ Funeral Home Representative: \_\_\_\_\_  
Funeral Home Phone: \_\_\_\_\_ Funeral Representative Email: \_\_\_\_\_

## Service

Date of Service: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Time of Service: \_\_\_\_\_ End of Service: \_\_\_\_\_  
Minister Name: \_\_\_\_\_ Minister's Church: \_\_\_\_\_ Contact#: \_\_\_\_\_  
Will casket be at the service?: Yes  No  Expected number of people: \_\_\_\_\_  
Sanctuary requested: Dome (seats 1200)  Fellowship Hall (seats 300)  Chapel (seats 72)   
Fireside Room (seats 150)  Island (seats 300)

**Please indicate all sound equipment needed:** Mic (wired or handheld wireless?: How many Wired: \_\_\_\_\_  
How many Wireless: \_\_\_\_\_ Internet connection:  Projector-connection to Mac/PC:  Ipod connection:   
Projector  DVD Player  Piano/Keyboard  Will there be any live music performed?   
Will podium be needed?

## Reception

Are you planning to have a reception at Neighborhood Church? Yes  No   
Do you need use of the Kitchen? Yes  No  Contact in charge of reception setup: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Set Up Time: \_\_\_\_\_ Time of Reception: \_\_\_\_\_  
Vacate Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Reception Location: Fellowship Hall (seats 200)  Fireside Room (seats 75)  Dome Foyer (seats 75)   
Please indicate the quantity of each item you need: 6ft rectangular Tables (Max 20) \_\_\_\_\_  
Large Round Tables (seats 8-10) (Max 12) \_\_\_\_\_ Medium Round tables (seats 6-8) (Max 12) \_\_\_\_\_  
Small Round Tables (seats 4-5) (Max 12) \_\_\_\_\_ Chairs \_\_\_\_\_  Note: We do not provide table clothes

## NCC Office Use Only:

Date available on calendar: YES NO Confirmed Initials \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
NCMT Approval: YES NO date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Host Name: \_\_\_\_\_  
Media Tech Name: \_\_\_\_\_ Media Tech Phone: \_\_\_\_\_