



PILGRIMAGE, RETREAT, EVENT FORM

(PLEASE FILL IN & CIRCLE ALL THAT APPLY)

CONTACT INFORMATION

TODAY'S DATE: _____

Name: _____

Date/Time of Event: _____

Phone #: _____

Type of Event: _____

E-Mail: _____

Event Topic: _____

GROUP INFORMATION

Diocese/Parish: _____

Group Name: _____

School/Grade: _____

Address: _____

Tour Company: _____

City/State/Zip: _____

Approx., Number in Group: _____

Please Circle: Adults / Seniors / Children

TOUR INFORMATION

Need a Guided Tour: Yes / No

Touring: Mission / Shrine / Museum / All

Tour Guide Assigned: _____

MASS

Attending Noon Mass: Yes / No

Priest Needed: Yes / No Mass Kit Needed: Yes / No

Alternate Mass Time Requested: _____

Name of Priest: _____

(Must be Approved) Date Approved: _____

Letter of Good Standing of File: Yes / No

Are you providing Music: Yes / No

Sacristan Needed: Yes / No Sacristan Assigned: _____

Music setup required: Yes / No

Historic Chapel Requested: Yes / No ***(Only Seats 35 People)***

Backup Location in case of inclement weather:

Rustic Altar Requested: Yes / No

New Church / Historic Chapel

MISSIONANDSHRINE.ORG

FOR ALL GROUPS REQUESTING TOURS OR MASS A \$100 GIFT IS SUGGESTED

TAX EXEMPT LETTER IS REQUIRED



PILGRIM CENTER & PAVILION

Father Lopez Meeting Room Requested: Yes / No

Hours of Reservation: Full Day \$350 (9am to 5pm) / Half Day \$250 (9am to 1pm or 1pm to 5pm)

** A \$100 NON-REFUNDABLE DEPOSIT IS DUE AT THE TIME OF RESERVATION TO HOLD THE DATE OF YOUR EVENT. THIS DEPOSIT GOES TOWARDS THE OVERALL COST OF USING THE MEETING ROOM.**

Room Arrangement: Banquet / Lecture / Seats Only

AV Requirements: Projector / Microphone / Speakers

Additional: Tablecloths \$25 Service Fee (you may provide your own tablecloths at no charge)

FOOD & BEVERAGE

** PLEASE NOTE WE DO NOT PROVIDE FOOD OR BEVERAGES **

Are you bringing in a Caterer: Yes / No

If yes, where will you be setting up?: Buffet Area / Meeting Room

Do you require Coffee Service? Yes / No (Complimentary)

Pavilion Tables Required: Yes / No

Notes: _____

CANCELLATION INFORMATION

Date Cancelled: _____

Cancelled by: _____

Reason for Cancellation: _____
