

THE PULLEN HOUSE

Request For Use of Facility

Today's Date _____

Requests are received each week and forwarded to the Trustees for their approval. Please allow 5 business days for a reply.

Date of function: _____ Event start time: _____

Setup Time & dates: _____ Event end time: (incl cleanup) _____

Person in charge: Name: _____

Address: _____ Cell phone: _____

City/State/Zip: _____ Home /work phone: _____

email address: _____

Person in charge is responsible for: 1) locking facility after use, 2) turning off all lights (unless on timers), 3) Abiding by all terms in the contract, 4) cleaning all rooms used.

- Note: All trash and recycling material must be removed from premises and taken by you for disposal. There are no commercial trash services at this location. 5) return all chairs, tables, TV and A/V equipment to the storage room.

Organization/Company: _____

Type of event: _____

Number in attendance: _____ Number under 18: _____

Children must be supervised at all times by someone 25 years of age or older.

Chairs: _____ Tables: _____ TV needed: _____ Stereo/CD: _____ WiFi: _____

Cooking on premises? _____ Catered? _____ Alcohol served? _____

Will there be a DJ? _____ Dance floor brought in? _____ Facility dinnerware needed? _____

Additional contacts: _____ Phone: _____

The Pullen House address is: 10801 Durant Road, Raleigh, NC 27614

If you have additional questions or requests please call 919-848-0942.

SUBMIT REQUEST BY FILLING OUT FORM AND EMAILING TO:

Our email address is: pullenhouse@gmail.com