

St. James Church
Service Invoice for Parish Organizations

Event: _____ Date _____

How many people will attend _____

Sponsoring organization _____

Chairperson _____

Phone: daytime _____ evening _____

Co-chairperson _____

Phone: daytime _____ evening _____

Clean-up:

_____ Doing your own _____ \$ _____
\$45.00 minimum charge for restroom cleaning

OR

_____ St. James Maintenance Department will do cleaning

Under 100 people \$ 65.00 plus attendant fee

100-250 people \$ 125.00 plus attendant fee

Over 250 people \$ 155.00 plus attendant fee \$ _____

Soft drinks: _____

Please indicate yes or no

100 people - \$ 40.00

150 people - \$ 50.00

200 people - \$ 60.00

250 people - \$ 75.00

300 people - \$ 90.00

350 people - \$ 105.00

400 people - \$ 120.00

Price includes ice and cups \$ _____

_____ Number of table cloths (\$3.00 each) \$ _____

Major event attendant _____ \$ _____
\$15.00 per hour

Time: from _____ to _____

Total charges \$ _____

Checks should be made payable to St. James Church. Fees are due the day after your event.