



6200 Gulf of Mexico Drive, Longboat Key, FL 34228
(O) 941-383-6491 ♦ (F) 941-383-8574

The Rev. Dr. Kenneth L. Gill, Senior Minister
USE OF FACILITIES FOR MEMORIALS

DATE _____

NAME OF DECEASED _____

DATE OF BIRTH _____ DATE OF DEATH _____

CONTACT PERSON _____ RELATIONSHIP TO DECEASED _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE HOME _____ WORK _____ EMAIL _____

FUNERAL HOME CONTACT _____ PHONE _____

DECEASED PERSON/FAMILY WAS _____ CHAPEL MEMBER _____ NON-MEMBER _____

DATE OF MEMORIAL SERVICE _____ TIME _____

WILL THE BODY BE BROUGHT TO THE CHAPEL? _____

HAS CREMATION TAKEN PLACE? _____ WILL THE ASHES BE BROUGHT TO THE CHAPEL? _____

FACILITIES REQUESTED _____ SANCTUARY _____ LITTLE CHAPEL _____ GARDEN _____

Fellowship Hall for Reception _____ Number of Tables _____ Number of Chairs _____

Table/Chair Arrangement _____

Number of Persons Expected to Attend: _____

MEMORIAL FOLDERS (The family is requested to provide a picture and a bio at least 3 days prior to service.)

Number of Folders? _____

SPECIAL MUSIC AND/OR HYMNS _____

ARE FLOWERS BEING DELIVERED? _____ WHEN? _____

ANY OTHER SPECIAL INSTRUCTIONS _____

HAS THE FAMILY REQUESTED THAT MEMORIAL DONATIONS BE MADE TO THE CHAPEL?

Yes _____ No _____ If Yes, Any Specific Fund or Charity? _____

PLEASE NOTE THAT THE CHAPEL DOES NOT PROVIDE A GUESTBOOK

SCHEDULE OF FEES:

	<u>Member</u>	<u>Non-Member</u>
Use of Facilities (Suggested):	(No Charge)	\$250.00
Clergy (Suggested):	(No Charge)	\$200.00
Organist/Musician:	\$200.00	\$200.00
Soloist:	\$150.00	\$150.00
Custodial:	\$ 40.00	\$ 40.00
Sound Technician:	\$ 50.00	\$ 50.00
Preparation/Printing of Memorial Folder	(No Charge)	\$ 50.00

Checks should be made payable directly to the clergy, organist/musician, soloist, or other staff.

For non-members only, a deposit for the use of the facilities should accompany this form to guarantee the specific date and time. All other checks should be submitted to the Chapel office prior to the service. ***PLEASE SUBMIT YOUR DEPOSIT (PAYABLE TO: LONGBOAT ISLAND CHAPEL) AND COMPLETED FORM TO: Joy Danner, Church Secretary, Longboat Island Chapel, 6200 Gulf of Mexico Drive, Longboat Key, Florida 34228.***

TO BE COMPLETED BY LONGBOAT CHAPEL STAFF:

MINISTER ASSIGNED _____

USHERS ASSIGNED (Provided for Members Only) _____

SOLOIST? _____ NAME _____ PHONE _____

ORGANIST/MUSICIAN NEEDED? _____ NAME _____ PHONE _____

NAME OF CATERER _____ PHONE _____

HOSPITALITY COMMITTEE NOTIFIED? _____