



Avatar Meher Baba's Circle of Friends, Inc.
A Nonprofit 501(c)(3) Organization
EIN 86-1152681
P.O. Box 1234
N. Myrtle Beach, SC 29598-1234
843-272-4511 ambcirclefriends@aol.com

Circle Center Event Reservation Form

Consistent with our Mission and Policy, as of May 2017, we accept only events for which there is no charge to the public. We pass a donation can at all events to support The Circle Center.

Name of Event _____

Name of Person in Responsible Charge of Event _____

Phone _____ Email _____

Group Represented(if applicable) _____

Name of the Trained Volunteer to be present: _____

Date Requested _____ Recurring? Weekly _____ Monthly _____

Other (Specify) _____

Recurring events may be subject to occasional rescheduling if other groups need the space.

Start Time _____ End Time _____

PLEASE NOTE: In order to publicize this event effectively, we must know what it is about, therefore you have to include a brief description in order to be approved. It can be anywhere from a sentence to a short paragraph in length. Enter it below. Word it such that it requires no further editing to be posted to the Events Calendar, Circle News, Facebook, etc., including all the basic information you want the community and/or public to know about it. Given that not everyone has a way with words, make it as inviting and interesting as you can.

Brief description of event: _____

Private _____ Open to the Baba community _____ Open to the general public _____

Permission to Photograph, etc. Do we have your permission to take photos or videos and/or write an article about your event to publicize the Circle's activities on social media and

elsewhere if we choose to do so? _____ We will respect your privacy if that is not appropriate for this event.

To Reserve the Circle Center for your event, contact:

Jeff Stearns jstearns@sccoast.net 843-902-0624

Please allow 7 days to process your request. Circle events and followers of Avatar Meher Baba have priority in reserving the space. Otherwise it is first come, first served or as the Board deems appropriate.

Please allow time after your event to clean up the space and leave it in good order out of consideration for the next user. Leave it the way you would want to find it.

No alcohol is to be consumed on the premises. No recreational drugs are allowed.

View the calendar of events for the Circle Center on our web site: www.ambcircleoffriends.com. Private events are simply designated as "Private Event".

I agree to hold Avatar Meher Baba's Circle of Friends, Inc. harmless for any accident, illness, injury, loss, or other misadventure that occurs at this event. I agree to obey all applicable laws and that all participants will be polite and considerate. I further agree that any materials or equipment provided by the Circle must be returned in the same condition as they were lent. I understand that all reservations are subject to approval by the Circle Board, and a Board member or trained volunteer may need to be present at this event. I understand that the list of volunteers provided by the Circle is very limited and priority goes to staffing the Circle Center during the hours it MUST be open to the public: 2:00 PM to 6:00 PM Fridays, Saturdays, and Sundays. I further understand that, if I want to schedule my event for a different time than the hours listed above, it is strongly recommended that I and/or others in my group train as volunteers to meet the requirement that a volunteer be present. I understand that I am more likely to be able to use the Circle Center regularly if I provide my own trained volunteers.

Signed _____ Date _____

Print your name _____