



## FACILITY RENTAL AT IGNATIUS HOUSE REQUEST FOR INFORMATION OR QUOTE

Thank you for considering Ignatius House for your organization's needs. Please complete this form and return it to Theresa Andretta, Retreat and Group Events Coordinator at [tandretta@ignatiushouse.org](mailto:tandretta@ignatiushouse.org) or by fax at 404.256.0776. As soon as your form is received, Theresa will contact you to discuss the details of your event. If you have any questions, you can contact Theresa directly at 404.255.0503 x228.

---

Organization Name: \_\_\_\_\_ Website if available: \_\_\_\_\_

Please describe your organization if website is not available:

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact preference  email  phone

Requested Dates: \_\_\_\_\_ Arrival day/time: \_\_\_\_\_ Departure day/time: \_\_\_\_\_

Size of group: (If number of overnight attendees differs from daytime attendees, please note that here. This can be an estimate for purposes of inquiry. A committed number of attendees is not required until contract signing)

Please describe your event

Will you need Ignatius House staff or retreat directors to participate or lead your event?  If yes, please explain:

Requested Services:

Meeting Room for day use

Meeting Room and meals for day use

Meeting Room, meals, and overnight stay

Welcome reception (includes food/beverages)

---