



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 outsidegroups@ignatiushouse.org or by fax at 404.256.0776. As soon as your form is received, a staff member will contact you to discuss the details of your event. Current pricing is also available on the webpage or If you have any questions, you can contact us directly at 404.255.0503.

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)
