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MARANATHA! OUR LORD WILL RETURN!

To Whom It May Concern:

We represent Maranatha Christian Fellowship located in Newark, NJ, a nonprofit organization that is dedicated to preaching the Christian Gospel and helping our fellow mankind in developing a healthy life style with good character, good will and fellowship with one another.

On October 8, 2017, we are having our annual seminar where we will be having biblical teachings, guidance and fellowship with an estimated four hundred members.

The purpose of this letter is to give all the logistic information for this event for the consideration of renting one of Union Township School facilities. I believe that either Union High School, Central Five or one of the Middle Schools may have the space that is required for this event.

Below please find information regarding the logistics of this event.

Date: Sunday, October 08, 2017 (Saturday October 07 starting 12:00 Noon we need the space for preparation)

Time: 7:00 AM to 6:00 PM

Number of attendee expected: 400

Free Admission

No Goods or service will be sold or offered

We will be serving breakfast, lunch and a snack to attendees (Food will be delivered)

Space required:

- Auditorium (We will bring our own sound system, i.e.: speakers, microphones, sound mixer, etc.)

-Restrooms

-Cafeteria (we will have food delivered from a local restaurant)

-4 or 5 Classrooms, preferably close to the Auditorium


- Parking lot, solely for purpose of parking vehicles

We will provide our insurance coverage for the event

I hope the information above is sufficient and that it may answer any questions, I also hope that we can have a positive outcome from this and that an agreement can be made.

Thank you for your time and for the consideration.

Sincerely Yours:


Elifas Oliveira- Treasurer

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