

Request for Main Hall Room Setup

Return form no less than 14 days prior to event. Complete drawing below: indicate exact location of table and chairs, table type(s) (round or rectangular). Mark chair placement with an "x."

Today's date _____ Date of Event _____

Requestor Name _____ Event or Group name: _____

Phone number: _____ Email: _____

Name of event: _____ Start time _____ End time _____ Expected Attendance _____

Catering /food: Yes ___ No ___ Name of Caterer _____ Time of caterer arrival _____

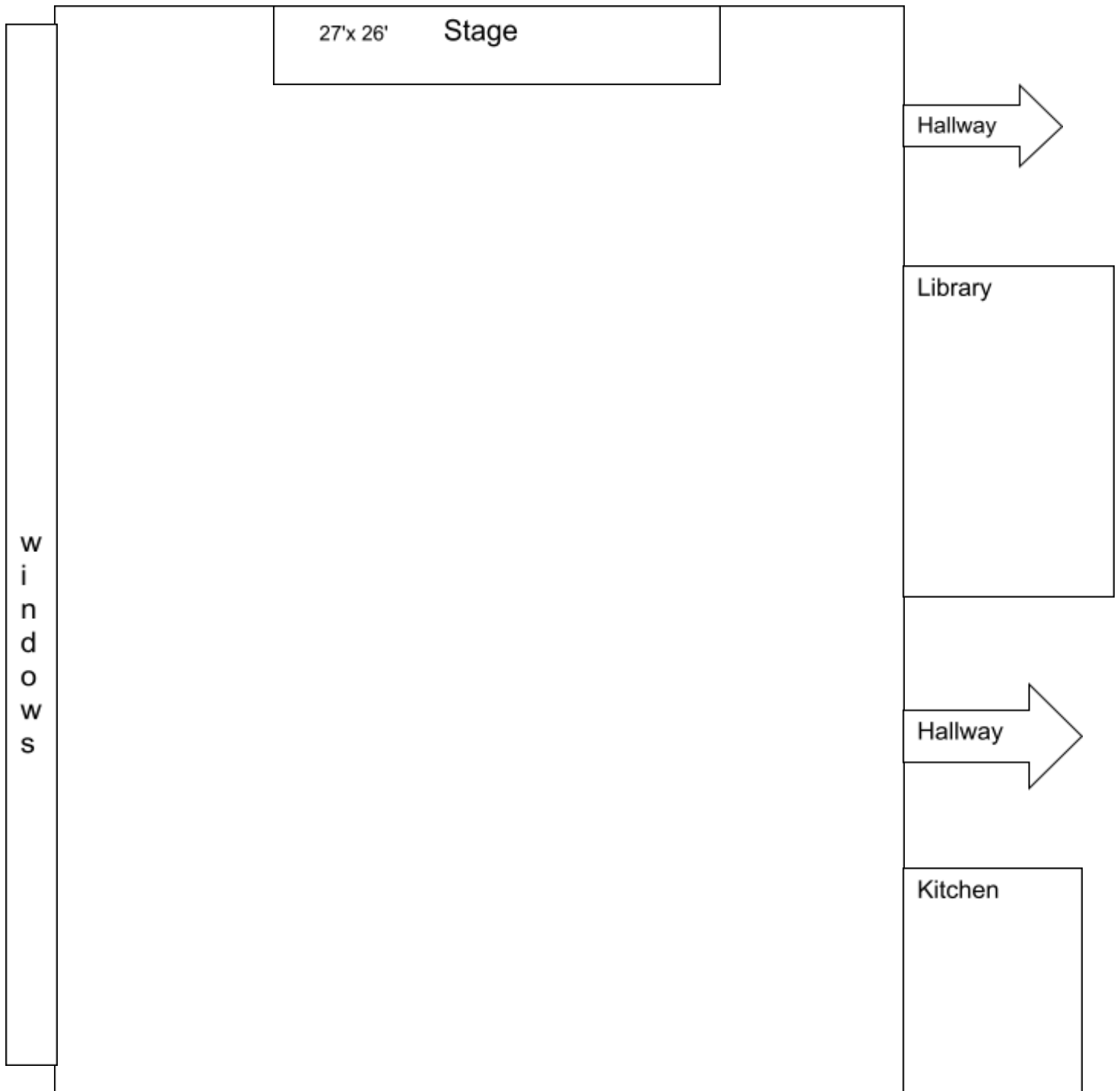
Kitchen equipment use: Yes ___ No ___ Type if kitchen equipment to be used: _____

Use refrigerator/cooler: Yes ___ No ___ Ice machine: Yes ___ No ___

Date room set up needed: _____ Time room setup needed: _____

Audiovisual equipment: Yes ___ No ___ Type: _____

Complete drawing below: indicate exact location of table and chairs, table type(s) (round or rectangular). Mark chair placement with an "x."



Notes:

Available tables:

- 55 rectangular tables (8 1/2 x 2 1/2)
- 32 round tables (5' diameter)

Room Dimensions:

- Glass Doors to Stage: 85'
- Windows to Folding Doors: 65"