

PARISH HALL SET-UP REQUEST FORM

We must have two days notice to prepare for your activity. Please put your completed request form in the Caretaker's mailbox next to the office.

Date of Request: _____ Person/Group Making Request: _____

Set-Up Needed by: _____(date) _____(time)

Approximate End of Activity: _____(date) _____(time)

Number of Chairs: _____ Number & Type of Tables: _____

Please Note: _____

Please draw your table/chair request below

Stage Door	STAGE	Double Doors
Window		Window

Window		[
		[
		[
Window		Kitchen [
		[
		[

Window		Doorway
Window		Window
Window		Door to Courtyard
Window		Window
<p>TABLES & CHAIRS STORAGE</p>		Doors to Office