

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 (Tim Valera'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		
Window		
Window		Window
Window		Window
TABLES & CHAIRS STORAGE		Doors to Office