

REQUISITION FOR PARISH CENTRE SET-UP

Date of Event _____

Name of Event: _____

Person requesting _____

Phone number: _____

Number of quests: _____

Hall set-up nr. _____
(from illustrations below)

Amount needed: Full Hall; North End; South End of Hall

please circle illustration and mark any changes you require; see over for blank template

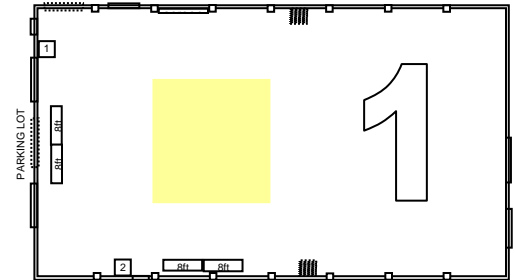
Type of event:

- Funeral wake
- Meeting
- Movie
- Sit down meal

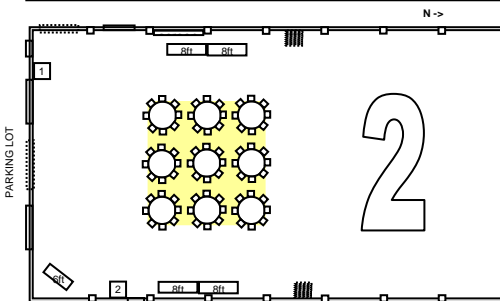
ADDITIONAL INFORMATION:

CHECKLIST:

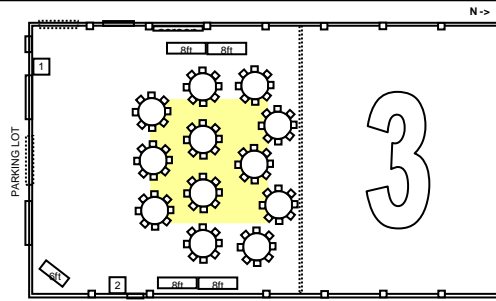
- Permission granted
- Marked on office calendar
- Personal contact made with custodian



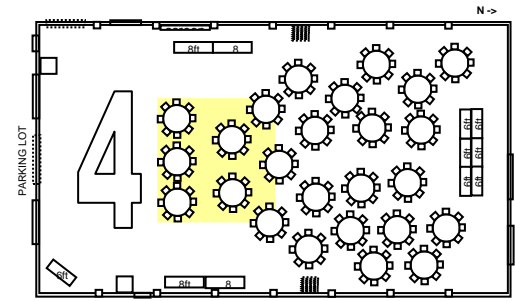
full hall



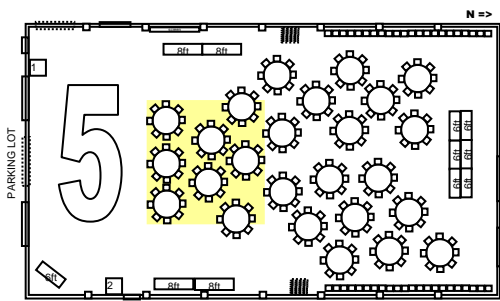
72 seats - full hall



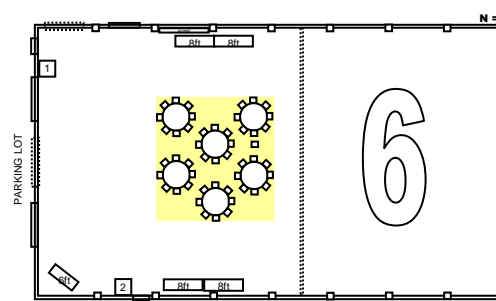
96 seats - half hall



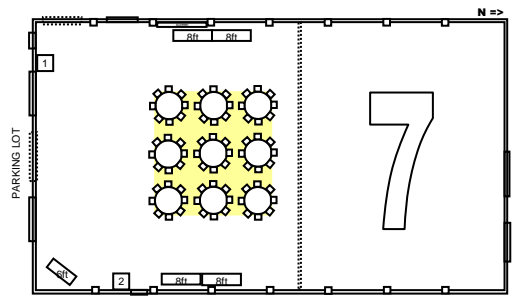
200 seats



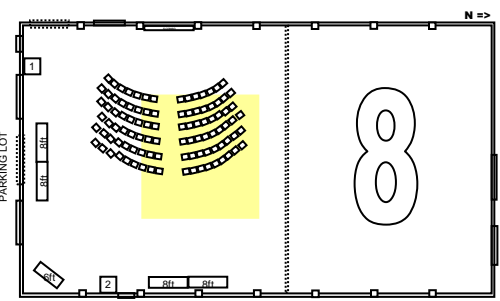
244 (max.) seats



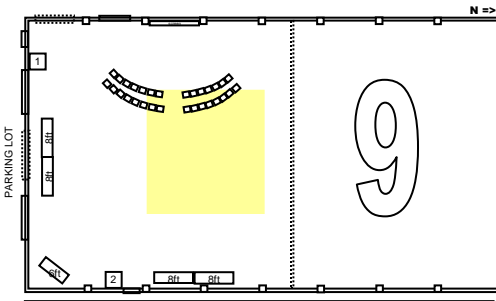
48 seats -divided hall



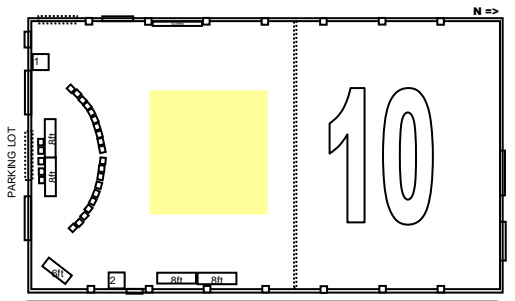
72 seats -divided hall



100 meeting seats



30 meeting seats



20 (side meeting) seats

KITCHEN

N =>

PARKING LOT

