

Date Submitted: _____

Reviewed by:

 Receptionist
 Marci Atkins
 Jamie Monaghan
 Custodians
Form must be returned **TWO WEEKS** prior to event

Congregation Neveh Shalom Facility Reservation

NAME OF EVENT _____

SPONSORING GROUP _____

CONTACT PERSON _____ DAY PHONE _____

DATE(S) OF EVENT _____

DAY(S) OF THE WEEK SU M T W TH F SA

NO. OF PEOPLE EXPECTED _____ ROOM(S) REQUESTED _____

TIME OF EVENT from _____ am/pm to _____ am/pm

SET-UP REQUESTED BY date _____ time _____

NAME/PHONE OF CATERER (if applicable) _____

Items Needed for Event

No. of **Tables** needed

4 foot _____

6 foot _____

8 foot _____

Round _____

No. of **Linens** needed (\$5 per)

4 foot _____

6 foot _____

8 foot _____

Round _____

(For color choice availability, check with kitchen manager.)

Chairs (qty) _____

Podium _____

Microphone _____

Overhead projector _____

Blackboard/chalk _____

Piano _____

VCR _____

Screen _____

Bud vases (qty) _____

Bima containers _____

Silk arrangement _____

OTHER _____

Cash Box _____ (Amount of petty cash \$ _____)

Consumables/Disposables

CUPS

Hot _____

Cold _____

PLATES

6-inch _____

9-inch _____

NAPKINS

Cocktail _____

Dinner _____

Security

Security arrangements are required after regular Synagogue hours.

___ Committee/Sponsoring group will provide security (this option available for members only).

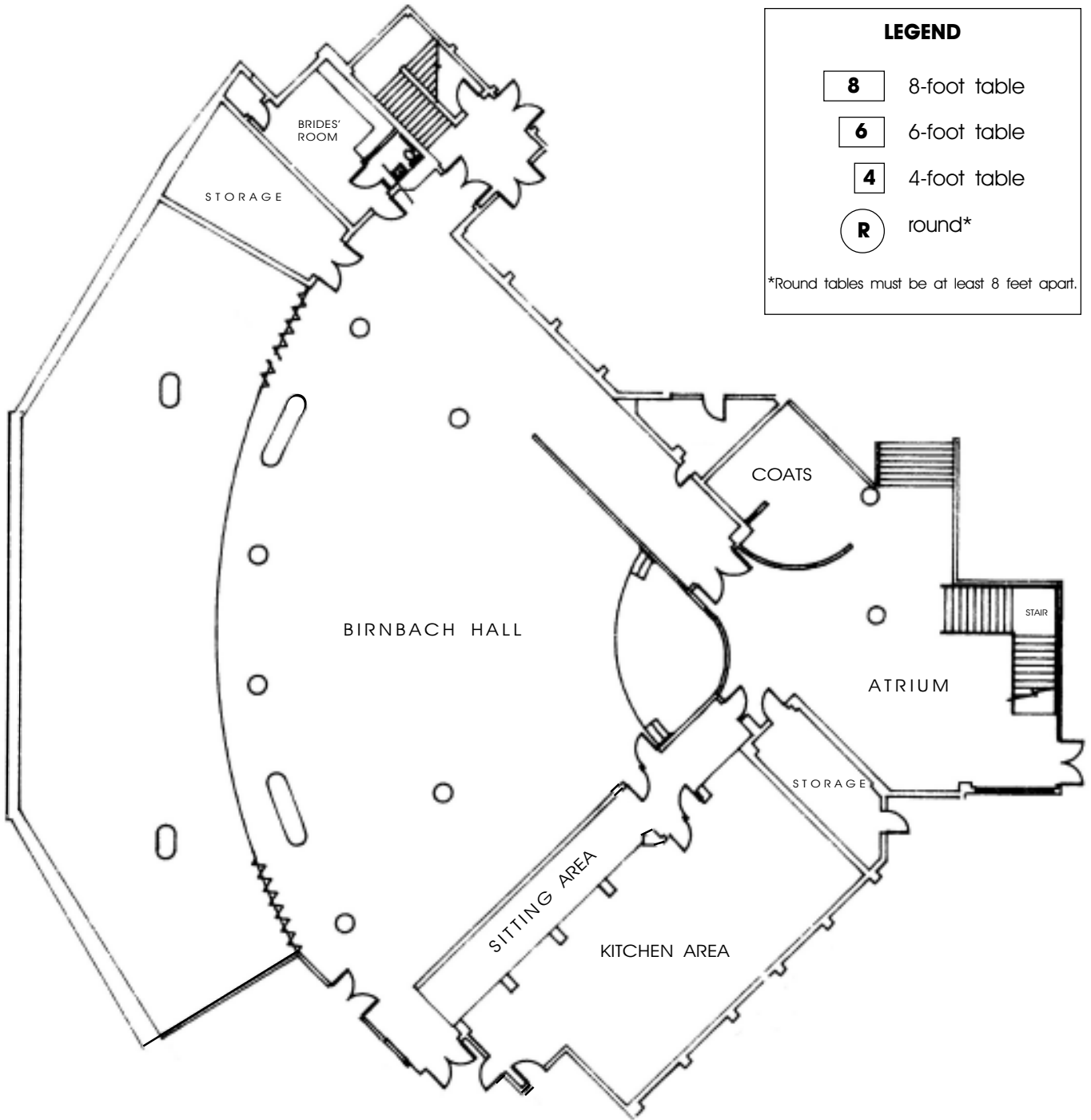
___ Synagogue to provide security for an additional hourly fee (this is required for non-members, optional for members).

PLEASE NOTE: All consumables—linens, food, drink and paper—will be charged, at cost, to the budget of the sponsoring group. It is the responsibility of the sponsoring group to leave the area reasonably clean:

- **Garbage picked up and placed in receptacle provided**
- **Kitchen counters wiped down**
- **Borrowed kitchen items returned to kitchen: washed and/or rinsed, as per prior arrangements with Kitchen Supervisor**
- **Wet towels hung on drying racks outside of kitchen**

Please fill in table set-up on diagrams below.

BIRNBACH HALL



ROOM NUMBER _____

CLASSROOM

