

ST. HUGO OF THE HILLS FACILITY SET-UP SHEET

GROUP NAME _____

EVENT _____

DAY & DATE _____

RESERVATION TIME (INCLUDING PREP/CLEAN UP) FROM _____ TO _____

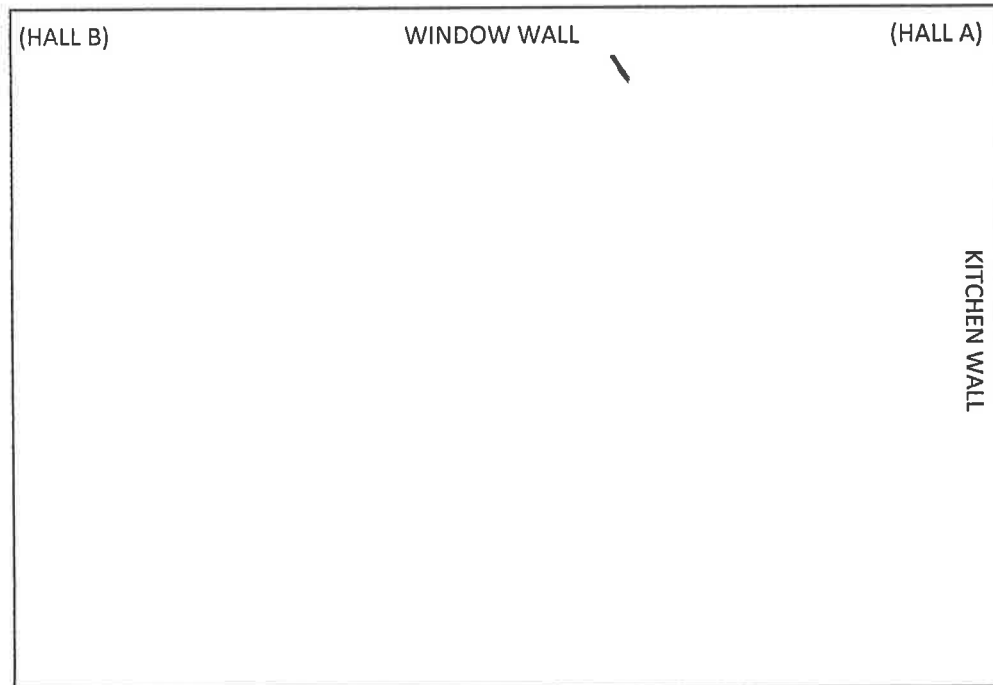
ACTUAL EVENT TIME FROM _____ TO _____

NUMBER OF PEOPLE EXPECTED _____

FACILITY REQUESTED
 CHURCH HALL (A / B) LIBRARY PATIO
 GATHERING KITCHEN LG CONF RM
 CHAPEL HALLWAY COLUMBARIUM
 SCHOOL FR ESPER RM / GYM / CAFETERIA - PLEASE CIRCLE LOCATION
 OTHER _____

EQUIPMENT REQUESTED
 # ROUND TABLES MICROPHONE DIVIDER WALL
 # OBLONG TABLES TV / VCR / DVD FOR PARISH HALL
 # CARD TABLES FLIP CHART (UP / DOWN)
 # CHAIRS PER TABLE EASEL
 # EXTRA CHAIRS PODIUM

PLEASE ILLUSTRATE PATTERN FOR SET-UP BELOW (INCLUDE ANY NOTES)



SUBMITTED BY _____
 PHONE NUMBER _____
 EMAIL _____
 TODAY'S DATE _____
 APPROVAL _____

SUPPLIES REQUESTED

PAPER GOODS
 _____ # PLATES DESSERT / LUNCH / DINNER - PLEASE CIRCLE SIZE(S)
 _____ # CUPS-HOT
 _____ # CUPS-COLD
 _____ # NAPKINS BEVERAGE / LUNCH / DINNER - PLEASE CIRCLE SIZE(S)
 _____ # PLASTIC KNIVES
 _____ # PLASTIC FORKS
 _____ # PLASTIC SPOONS

SPECIAL
 _____ COFFEE _____ OTHER
 _____ HOT WATER
 _____ TEA
 _____ CREAM
 _____ SUGAR
 _____ # WATER PITCHERS

LINENS
 _____ TABLECLOTHS (WHITE / TEAL) _____ SKIRTING
 _____ NAPKINS (WHITE / TEAL) *NOTE: TEAL LINENS ARE LIMITED.*

CHINA/CRYSTAL BY SPECIAL REQUEST ONLY
 _____ # DINNER PLATES _____ # WATER GLASSES
 _____ # SALAD PLATES _____ # WINE GLASSES
 _____ # BREAD & BUTTER PLATES _____ # CUPS & SAUCERS

PLEASE NOTE IMPORTANT RESTRICTIONS

- NO RED PUNCH-BASED DRINKS ARE PERMITTED.
- GLITTER AND CONFETTI ARE NOT PERMITTED.
- NO PLANTS MAY BE BROUGHT INTO THE CHURCH. CURRENT PLANTS MAY NOT BE MOVED.
- ALL DECORATIONS AND LEFTOVERS ARE TO BE REMOVED FROM THE PREMISES AT THE END OF THE EVENT.
- ANY EVENT WHICH PLANS TO SERVE ALCOHOL MUST OBTAIN AN INSURANCE RIDER (THROUGH THE PARISH OFFICE) FROM THE MICHIGAN CATHOLIC CONFERENCE AT LEAST TWO WEEKS PRIOR TO THE EVENT.

SIGNATURE _____ DATE _____