

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).

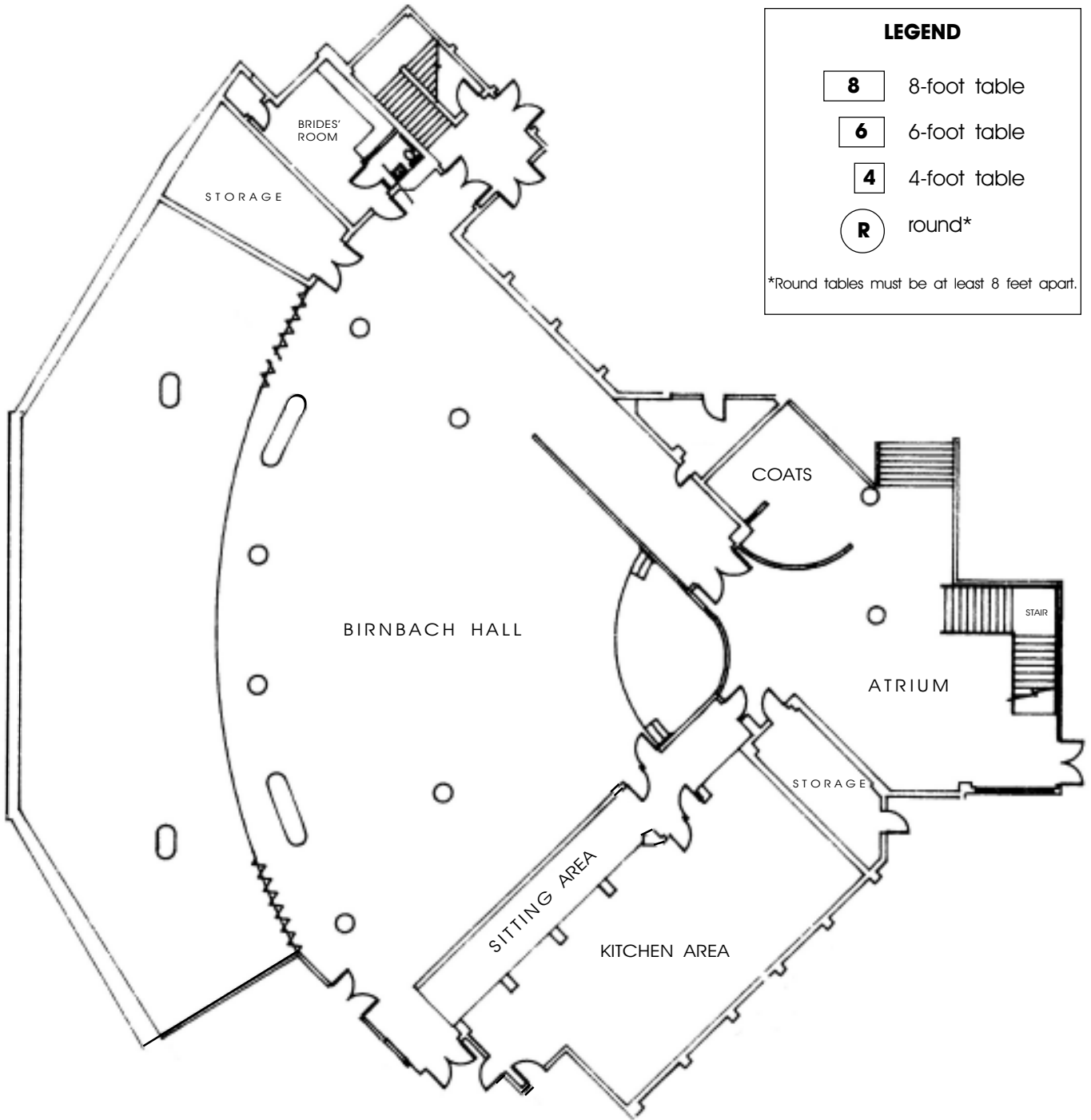
\_\_\_ Synagogue to provide security for an additional hourly fee (this is required for non-members, optional for members).

**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**

