

SET UP FORM

**This form to be submitted with all set-ups at least
one week prior to the function!**



Date of Function:	Type/Name of Function:	Numbers of Guests:
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Shabbat ends at: ___ pm Shabbat starts at: ___ pm Ovens on ___^a at: ___ pm Ovens off: ___ pm

Applicant's Name:	Times:
Telephone:	Email:
Committee Name:	Accounting Code
Custodian? Yes / No	Need Mashgiah? Yes / No
Caterer:	Hire Servers?

FACILITIES REQUIRED:

(Please check off facilities needed and fill in time frames)

<input type="checkbox"/> Rubinovitz Social Hall I from ___ to ___ <input type="checkbox"/> Rubinovitz Social Hall II from ___ to ___ <input type="checkbox"/> Aula from ___ to ___ <input type="checkbox"/> Rubenstein Conf. Room from ___ to ___ <input type="checkbox"/> Katz Meeting Room from ___ to ___ <input type="checkbox"/> Member's Lounge from ___ to ___		<input type="checkbox"/> Sanctuary from ___ to ___ <input type="checkbox"/> Wolk Chapel from ___ to ___ <input type="checkbox"/> Pious Chapel from ___ to ___ <input type="checkbox"/> Kitchen from ___ to ___ <input type="checkbox"/> Other _____ from ___ to ___
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ENTER # OF EACH REQUIRED:

<input type="checkbox"/> Tables, 60" Round (24 avail.) # req _____ <input type="checkbox"/> Tables, 8' Banquet (19 avail.) # req _____ (Plus 9 in Katz Mtg. Room) <input type="checkbox"/> Bridge Tables (5 avail.) # req _____ <input type="checkbox"/> Microphone # req _____ <input type="checkbox"/> Podium # req _____ <input type="checkbox"/> Paper Tablecloths # req _____ \$3 ea. <input type="checkbox"/> Compostable Set # req _____ \$2.5 ea. <input type="checkbox"/> Hand Washing Stations _____	<input type="checkbox"/> Glass/China Plate # req _____ \$3 ea (rental) <input type="checkbox"/> Linen Tablecloths # req _____ \$13 ea <input type="checkbox"/> Large Coffee/Tea Set-Up # req _____ \$75 ea <input type="checkbox"/> Med. Coffee/Tea Set-Up # req _____ \$30 ea <input type="checkbox"/> Small Coffee/Tea Set-Up # req _____ \$15 ea (Coffee setups include paper goods and paper cloth) <input type="checkbox"/> TV/VCR <input type="checkbox"/> Easel(s) # req _____ <input type="checkbox"/> Projector for Committee _____ <input type="checkbox"/> Projector for Rental \$75
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Given to Accounting on: _____ By: _____ CW Input on: _____ By: _____
