

## GLORIA HALL SET UP REQUEST

Please complete in dark black ink and return to office by the Friday that is at least one week before your event. Please let office know of events with more than 90 attendees and/or if you plan to have linens/tables, etc. delivered **at least** two weeks in advance.

Event Description	Event Date (mm/dd/yy)	Event Start Time	Event End Time
Date and <b>latest</b> time setup needed	Requested by	Phone on day of event	
<b>Cleanup Plans</b> – select <b>one</b> of the options below			
Event is on Friday night, Sunday, Thursday or in the summer so custodians will be in to clean. We will remove leftover food and wash, dry and put away all dishes and pots used.			
OR: we will cleanup ourselves and restore any setups or furniture moved			
OR: please arrange for special custodian visit (there may be a charge for this)			

The office has pre-drawn setups for meals for 30, 40, 50, 60, 70, 80, 90, 100 people which you can view and use upon request, or you can draw your requested setup below. Draw each table and chair. Written instructions (i.e. put 8 chairs around each table) do **not** work well!! There are around 15 tables (8 feet long x 30 inches wide.) Max seating is around 100 people with 10 at a table.

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*use dark black ink! Example of 1 table with 4 chairs around*



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