

Social Hall Only

Information Form

(This form due to parish office 2 weeks prior to event—early Group Meetings/Event(s) **MUST** be re-submitted every year)

Any questions/concerns about the Parish Calendar please contact John Karski at 586-254-4433 x302 or email: j.karski@stthereseeparish.ws

Name of Event/Group: _____

one-time use: Date: ___/___/___

on-going use:

Start Date: ___/___/___ End Date: ___/___/___

Date submitted: ___/___/___

one-time use:

Start Time: _____ *END Time: _____ (Please circle) Day: M - TUE - WED - THURS - FRI - SAT - SUN

Setup Time: _____ Setup Date: _____ (is one hour prior to event, unless other arrangements have been made)

on-going use:

Start Time: _____ *End Time: _____ (Please circle) Day: M - TUE - WED - THURS - FRI - SAT - SUN

Setup Time: _____ Setup Date: _____ (is one hour prior to event, unless other arrangements have been made)

***Reminder:** The building closes at 8:30 pm sharp (this will be strictly enforced)! Be sure to time your meeting/event accordingly. Thankyou.

Meets: (Please circle) WEEKLY - MONTHLY (WEEK OF THE MONTH: 1ST - 2ND - 3RD - 4TH)

OTHER: _____

Please indicate which Date(s) the event or group will not meet during designated time period:

Sponsored by (group name): _____

Contact Person: _____ Phone Number: _____ E-mail: _____

Number of Persons Expected _____ (8 or 10 persons to a table?) Food served? YES NO

Catered? YES, Caterer _____ NO POTLUCK COOKED ON SITE

Number of Food Tables (2 standard) _____ DESSERT TABLE? OTHER _____

Tablecloths needed? YES NO # of round tables _____ # of long tables _____

Special Events Hospitality group? YES NO

Please check off which of the following parish-owned items you will need to use:

PODIUM MICROPHONE TV/VCR/DVD LCD PROJECTOR SCREEN LAPTOP

Please list all paper products needed such as: *napkins, disposable glasses, plates, silverware, coffee cups, etc.*:

****Brief Description of event:**

OFFICE USE:

Original to: John Karski Bill Scally Lisa Lombardo Date Request Rec'd: ___/___/___

Chris Piebiak Added to Calendar Date Approved: ___/___/___

Storage

Kitchen

Social Hall –A

Tile Floor



**Exit to
Gathering area**