

# Room Set Up Request Form for Beyenka Hall

Organization: \_\_\_\_\_ Group: \_\_\_\_\_ Troop # \_\_\_\_\_

Day and Time of Event: \_\_\_\_\_ Approved: \_\_\_\_\_

Early set-up date and time needed: \_\_\_\_\_

Type of Event: \_\_\_\_\_

# of Tables \_\_\_\_\_ # of Chairs \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

Comments: \_\_\_\_\_

**Please Note: Max. 20 Round Tables Max. 7 Rectangle tables 220 Max Chairs**

**Each round table could hold a total of 6 people comfortably. We recommend no more than 8 at each round table.**

**Please draw diagram to illustrate your needs below:**

