

**SAINTS JOHN & ANDREW
CHURCH HALL REQUISITION FORM
MUST BE COMPLETED & TURNED IN TO THE PARISH OFFICE
1 WEEK PRIOR TO EVENT (7 DAYS)**

NAME OR GROUP: _____

DATE (S) & TIME: _____ (MUST BE APPROVED)

DEPOSIT: _____

TOTAL AMOUNT: _____

HOW MANY ?

ROUND TABLES: _____

LONG TABLES: _____

CHAIRS: _____

DRAW LAYOUT BELOW:

BAR

KITCHEN

STAGE

Office use only

Date received: _____

Deposit Amount: _____

Staff member: _____

Total Amount: _____

Date order given to maintenance: _____

Set up date & time _____

Maintenance contact: _____

Clean up date & time _____