

Spooncer Hall Set-Up Request

Event Name & Date _____ Set Up Date _____ Disassemble Date _____

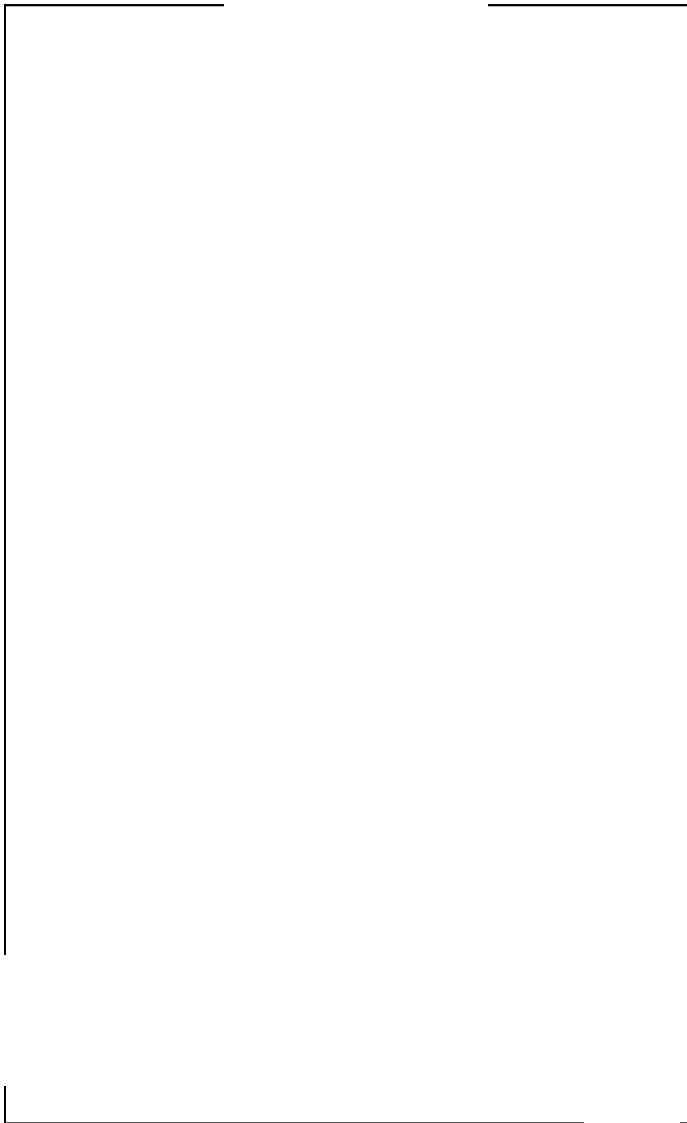
Contact Name _____ Phone: _____ Email Address _____

Number of Long 8' Tables (8-10 chairs/table) _____ Set up Instructions:

Number of Short 6' Tables (6-8 chairs/table) _____

Number of Chairs _____

NOTE: If you will be using the kitchen you must make arrangements before your event to have the gas appliances turned on. Please contact Victor Ramirez at 650-642-7751 or email vramariz@stsimon.org to make arrangements for kitchen use. Users are expected to clean after an event and leave all rooms in the same condition found. Thank you!



Please Note:
BLUE PAINTER'S TAPE ONLY.
No Tape of any other kind is to be used on the walls, windows or doors of Spooncer Hall or Church.

Will you need a . . .

___ Microphone

___ Movie Screen

___ Podium

___ Video TV

___ Other ?

Please use this template to create a diagram of how you would like tables and chairs set up for your event.