

# 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](mailto: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 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 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: 1<sup>ST</sup> - 2<sup>ND</sup> - 3<sup>RD</sup> - 4<sup>TH</sup>)  
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 (NEED TO FILL OUT ADDITIONAL FORM)  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: \_\_\_/\_\_\_/\_\_\_

Additional Facilities Staff Scheduled:  Yes  No  Added to Calendar Date Approved: \_\_\_/\_\_\_/\_\_\_

Storage

Kitchen

**Social Hall –A**

Tile Floor



**Exit to  
Gathering area**