

EVENT SPECIFICATIONS

Event Name: _____

Event Date: _____

Event Time: Start: _____ End: _____

Event Location: Hunter Hall Church Conference Room Dismas North

If using Hunter Hall, will the kitchen be used? Yes No

Expected Attendance: _____

Insurance Certificate required for non-parish groups Submitted: Yes No

SET UP REQUIRMENTS:

Set Up Date: _____ Start Time: _____

Set for _____ people

Special Set Up Requirements: _____

Requested by: _____ Phone: _____

Date of Request: _____

Confirmation to be sent by Rectory via:

Mail to: _____
Address City ST Zip

Email: _____

For office use: Confirmation sent __/__/__ **by** _____

