

ST. HUGO OF THE HILLS FACILITY SET-UP SHEET

GROUP NAME _____

EVENT _____

DAY & DATE _____

RESERVATION TIME (INCLUDING PREP/CLEAN UP) FROM _____ TO _____

ACTUAL EVENT TIME FROM _____ TO _____

NUMBER OF PEOPLE EXPECTED _____

FACILITY REQUESTED

_____ CHURCH	_____ HALL (A / B)	_____ LIBRARY	_____ PATIO
_____ GATHERING	_____ KITCHEN	_____ LG CONF RM	
_____ CHAPEL	_____ HALLWAY	_____ COLUMBARIUM	
_____ SCHOOL	FR ESPEY RM / GYM / CAFETERIA - PLEASE CIRCLE LOCATION		
_____ OTHER	_____		

EQUIPMENT REQUESTED

_____ # ROUND TABLES	_____ MICROPHONE	_____ DIVIDER WALL
_____ # OBLONG TABLES	_____ TV / VCR / DVD	_____ FOR PARISH HALL
_____ # CARD TABLES	_____ FLIP CHART	_____ (UP / DOWN)
_____ # CHAIRS PER TABLE	_____ EASEL	
_____ # EXTRA CHAIRS	_____ PODIUM	

PLEASE ILLUSTRATE PATTERN FOR SET-UP BELOW (INCLUDE ANY NOTES)

(HALL B)	WINDOW WALL	(HALL A)
		KITCHEN WALL

SUBMITTED BY	_____
PHONE NUMBER	_____
EMAIL	_____
TODAY'S DATE	_____
APPROVAL	_____

SUPPLIES REQUESTED

PAPER GOODS

_____ # PLATES	DESSERT / LUNCH / DINNER - PLEASE CIRCLE SIZE(S)
_____ # CUPS-HOT	
_____ # CUPS-COLD	
_____ # NAPKINS	BEVERAGE / LUNCH / DINNER - PLEASE CIRCLE SIZE(S)
_____ # PLASTIC KNIVES	
_____ # PLASTIC FORKS	
_____ # PLASTIC SPOONS	

SPECIAL

_____ COFFEE	_____ OTHER
_____ HOT WATER	_____
_____ TEA	_____
_____ CREAM	_____
_____ SUGAR	_____
_____ # WATER PITCHERS	_____

LINENS

_____ TABLECLOTHS (WHITE / TEAL)	_____ SKIRTING
_____ NAPKINS (WHITE / TEAL)	<i>NOTE: TEAL LINENS ARE LIMITED.</i>

CHINA/CRYSTAL BY SPECIAL REQUEST ONLY

_____ # DINNER PLATES	_____ # WATER GLASSES
_____ # SALAD PLATES	_____ # WINE GLASSES
_____ # BREAD & BUTTER PLATES	_____ # CUPS & SAUCERS

PLEASE NOTE IMPORTANT RESTRICTIONS

- NO RED PUNCH-BASED DRINKS ARE PERMITTED.
- GLITTER AND CONFETTI ARE NOT PERMITTED.
- NO PLANTS MAY BE BROUGHT INTO THE CHURCH. CURRENT PLANTS MAY NOT BE MOVED.
- ALL DECORATIONS AND LEFTOVERS ARE TO BE REMOVED FROM THE PREMISES AT THE END OF THE EVENT.
- ANY EVENT WHICH PLANS TO SERVE ALCOHOL MUST OBTAIN AN INSURANCE RIDER (THROUGH THE PARISH OFFICE) FROM THE MICHIGAN CATHOLIC CONFERENCE AT LEAST TWO WEEKS PRIOR TO THE EVENT.

SIGNATURE _____

DATE _____