

# HOSPITALITY – EQUIPMENT AND SUPPLY REQUEST FORM

\*\*\*ALL REQUESTS AND DATES MUST RECEIVE FINAL APPROVAL BY THE CHURCH STAFF BEFORE BEING PLACED ON CHURCH CALENDAR.\*\*\*

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Today's Date \_\_\_\_\_ Activity \_\_\_\_\_

Activity Date \_\_\_\_\_ Day of Week M T W TH F SA SU Start Time \_\_\_\_\_ AM/PM End Time \_\_\_\_\_ AM/PM

Set up Time \_\_\_\_\_ AM/PM Approx. Attendance \_\_\_\_\_ Ministry Area \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone H \_\_\_\_\_ W \_\_\_\_\_ C \_\_\_\_\_

Space Requested ( ) Sm. Kitchen ( ) Lg. Kitchen ( ) Gym ( ) Fellowship Hall ( ) Haigler Conference Room

If event is NOT on Church Property, where will it be held? \_\_\_\_\_

**If space requested requires special set-up, please draw a diagram on the back of this form.**

Tables available for use: 8 - Lg. round – seats 8 8 - Sm. round – seats 4-5 15 - Rectangle tables – seats 8 – 10

Consultation with Church Hostess? Y / N (You are responsible for contacting hostess at least, 2 weeks prior, to the event.)

Type of Meal: Catered by Church Hostess \_\_\_\_\_ Potluck \_\_\_\_\_

Outside Catering \_\_\_\_\_ Name of Caterer: \_\_\_\_\_ Phone # \_\_\_\_\_

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Type and Number of Supplies Needed:

Styrofoam Plates: 5 section rectangle \_\_\_\_\_ 3 section round \_\_\_\_\_ 9 in. \_\_\_\_\_ 6 in. (dessert) \_\_\_\_\_

Styrofoam Bowls 12 oz. \_\_\_\_\_ 8 oz. \_\_\_\_\_ 5 oz. \_\_\_\_\_

Styrofoam Cups 16 oz. \_\_\_\_\_ 12 oz. \_\_\_\_\_ 8 oz. \_\_\_\_\_

**\*\*Clear plastic dinner plates, salad/dessert plates and cups are not regularly stocked items. You must special order these items, 2 weeks, in advance.**

6 piece Flatware packets (Plastic knife, fork, spoon, napkin, salt & pepper) \_\_\_\_\_

Individual Plastic Flatware: Knife \_\_\_\_\_ Fork \_\_\_\_\_ Spoon \_\_\_\_\_ ----- Napkins \_\_\_\_\_

Paper table covering rolls: \_\_\_\_\_ 80 in. square Paper table covering (for round tables) \_\_\_\_\_

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The following items may be available for use with special permission. These items may not leave the Church Property.

Stainless Steel Chaffing Dishes (6) Wire Frame Chaffing Pans (6) Sterno Cans

Cold Drink Dispensers: 5 Gal. (2) 4 Gal. (2) 3 Gal. (2) 5 Gal. Igloo Drink Dispenser (2)

Glass Punch Bowl (2) Punch Ladles (4) Serving Spoons Pie Servers (6) Cake Servers (4)

Lg. Oval Plastic (cut crystal) Food Trays (2) Lg. Rectangle Plastic (cut crystal) Food Trays (2)

Clear Plastic Buffet Serving Bowls (10) Ice Scoops (6) Ice Cream Scoops (6)