

EVENT REGISTRATION REQUEST FORM (ERRF)

FOR SPECIAL EVENTS-Fees are subject to revision at the pastor's discretion

TODAY'S DATE: _____

EVENT DATE: _____

NAME: _____

PHONE: _____

EMAIL: _____

EVENT NAME: _____

NUMBER OF GUESTS EXPECTED: _____ 0

TIME DETAILS:

Begins at _____ 12:00 AM

Ends at _____ 12:00 AM

Set up time requested _____ 0 _____ hours
from 12:00 AM

Duration of event _____ 0 _____ hours

Office Use	Registration date: _____
	No. of months registered? _____
	Monthly donation for previous nine months? Yes No (circle one)
	Parishioner status: Active _____ Registered _____ (check one) Non _____

DETERMINE TABLE NEEDS--FOR OFFICE USE

Size: 100' x 60' (20 sq ft of tile) or 100' x 80' total

Maximum: 430 in chairs or
300 at tables

How many people are expected? _____ 0

How many tables will you need? (calculate below)

No. of people:	Type table:	No. of tables needed:
300	0 seated at 6' Rd	0 6' Rd (13 max)
-275	0 seated at 8' Rd	0 8' Rd (15 max)
25	0 seated at 8' Rect-Al	0 8' Rect-Al (9 max)
0	0 seated at 8' Rect-Pl	0 8' Rect-Pl (3 max if 2 serving tables used)
		0 8' Rec-Pl serving table(s)
	Total	0

TABLE GUIDE

TABLE TYPE	MATERIAL	PEOPLE SEATED	TABLES AVAIL.	TOTAL PEOPLE
4' Round	Aluminum	4	13	65
8' Round	Aluminum	8	15	<u>120</u>
				185
96"x30"	8' Rectangular	10	9	90
	8' Rectangular	10	5	<u>50</u>
	Min of 2 serving tables*		<u>2</u>	140
	Total tables		44	
	Total people			325

*Generally, 2-6' rectangular tables are used for serving