

TOWN HALL SET-UP FORM

TOWN HALL SETUP FORNAME _____
 DATE OF EVENT _____ PHONE _____

SETUP MUST BE RECEIVED BY _____ (ONE WEEK PRIOR TO THE EVENT) OR YOU WILL HAVE TO SET UP YOUR OWN TABLES AND CHAIRS. IF YOU REARRANGE OR SET UP YOURSELF, PLEASE DO NOT DRAG TABLES AND CHAIRS OR MOVE THE PIANOS.

AFTER THE EVENT, LOCK ALL DOORS, CUT OFF LIGHTS AND PLEASE PLACE KEY ON NAIL ABOVE STOVE IN THE KITCHEN.

TABLES AVAILABLE: 28 - 6FT TABLES; 2 - 8 FT TABLES; 2 - SQUARE TABLES; 2 - HALF MOON TABLES; 1 ROUND TABLE. CHAIRS AVAILABLE: 45 - WOODEN CHAIRS; 200 FOLDING PADDED METAL CHAIRS; 50 FOLDING METAL CHAIRS.

PLEASE DRAW IN SETUP OF TABLES/CHAIRS BELOW:

