### Oseh Shalom

ROOM/EVENT RESERVATION

REQUEST

\_\_\_\_ One Time Event \_\_\_\_\_ Recurring Event

Please email [mcook@oseh-shalom.org](mailto:mcook@oseh-shalom.org) this form and how you want the event to be promoted and recorded on website calendar. Please call him at 301-498-5151 x.101 if no reply in two business days.

|  |  |
| --- | --- |
| Sponsor: | Event Name: |
| Start: End  Ready: | Day/Date: |
| Expected Attendance: | Room: |
| Contact Person: | Phone: |

TABLES & CHAIRS (Please be specific): Set-Up Diagram (specify room details, may use backside for social hall):

\_\_\_\_\_# of Student Desks (medium)

\_\_\_\_\_# of Chairs

\_\_\_\_\_# of Round Tables

\_\_\_\_\_# of 6 ft. Tables

Audio/Visual:

\_\_\_\_\_ Microphone \_\_\_\_\_ Screen

\_\_\_\_\_Large Screen TV \_\_\_\_\_\_ Projector

\_\_\_\_\_\_ Easel \_\_\_\_\_ DVD

\_\_\_\_\_ Dry Board \_\_\_\_\_Extension Cords

|  |  |
| --- | --- |
| Will food be served? Y N | Caterer: |
| Will kitchen be used? Y N \_\_\_\_Meat \_\_\_\_Dairy Mashgiach? Y N | |

**Supplies (Circle/Note quantities):**

\_\_\_\_ Stirrers

\_\_\_\_ Spoons

\_\_\_\_ Coffee/Tea

\_\_\_\_ Sugar/Sweetener

\_\_\_\_ Creamer

\_\_\_\_ Hot cups

\_\_\_\_ Cold cups

\_\_\_\_ Forks

\_\_\_\_\_ Knives

\_\_\_\_\_ Napkins

\_\_\_\_\_ Large Plates

\_\_\_\_\_ Small Plates

\_\_\_\_\_ Tablecloth

Other:

**Please inspect your set-up ½ hour prior to your event.**

Revised: November 4, 2019

Social Hall

Closets Closets

W O

I v

N e

D r

O h

W d

S o

o

r

s

Kitchen doors Hallway doors windows