

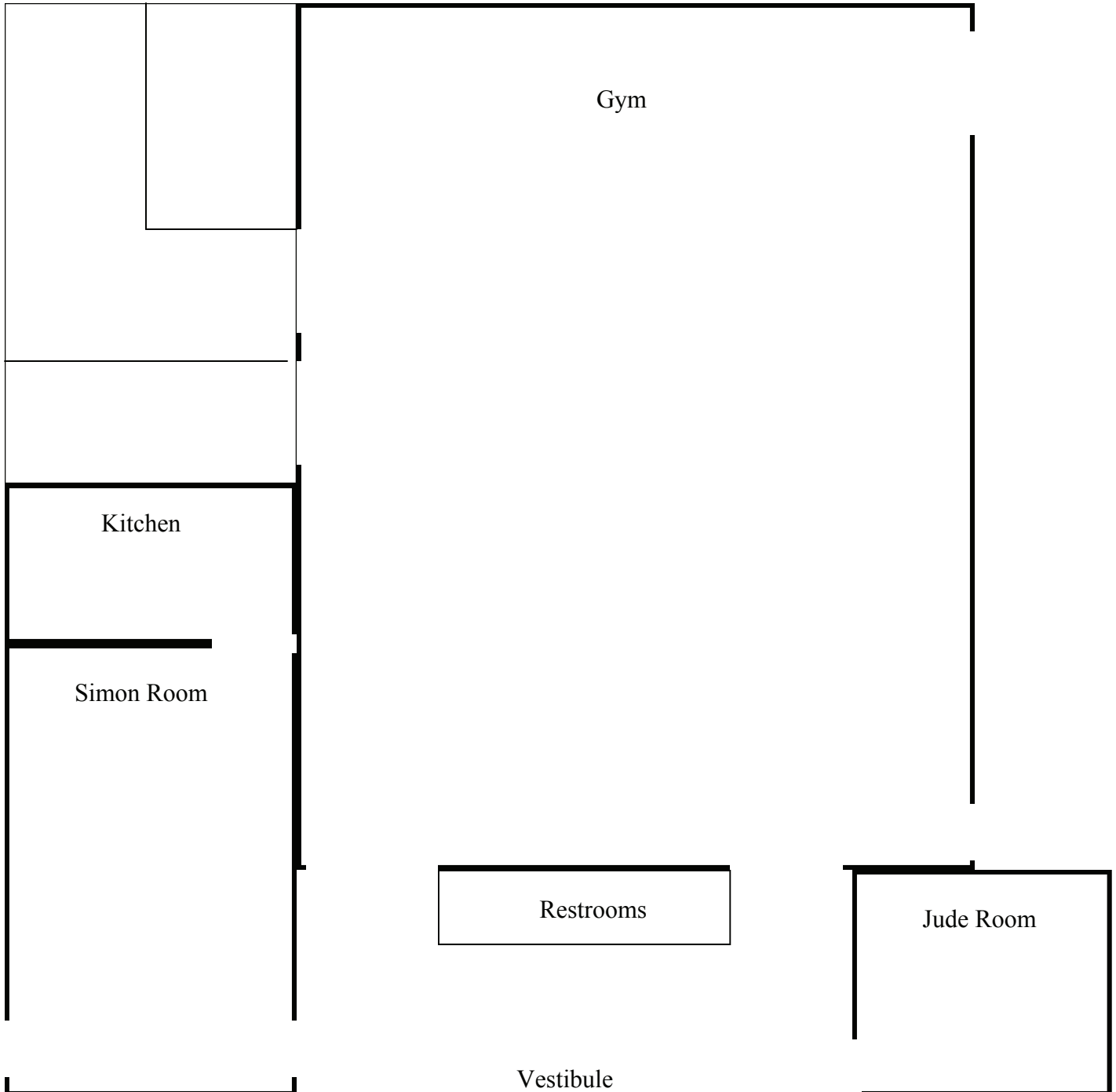
Parish Center Set-Up Request

Event Name & Date _____ Set Up Date _____ Disassemble Date _____

Contact Name _____ Phone: _____ Email Address _____

No. of Tables _____ Number of Chairs _____ Set up Instructions:

NOTE: If you will be using the kitchen you must make arrangements before your event to have the gas appliances turned on. Please contact Victor Ramirez at 650-642-7751, vramirez@stsimon.org to make arrangements. Users are expected to clean after their event and leave the room in the same condition it was found.



Please use this template to create a diagram of how you would like tables and chairs set up for your event.