LEGION HALL RESERVATION REQUEST- INFORMATION SHEET			
Requestor Name		Date	
Contact Number	E-mail	7 3.10	
Organization			
Event Date:	Time: From:	AM PM To:	AM PM
Request Taken By:			
Event Specifics			
Post 146 Member:			ost Nr:
Event Type: Meeting Training Ceremony Reception Party Luncheon Dinner Wedding			
Nr of Participants: Bar/Kitchen Support (order from menu) YES NO			
AV Requirements: Microphone Lg Screen TV Monitor Other Support:			
Catering Support: YES NO Bartender: YES NO Coffee Iced Tea Water: Tap Bottled			
Type of Food: Snacks Hors d'oeuvres Luncheon Buffet Dinner Wine: Red White None			
Dinnerware: Stoneware Plastic Napkins: Cloth Paper Utensils: Silverware Plastic			
Table Covers: Cloth Plastic Color Preference: White Yellow Blue Red			
Table Centerpieces: YES NO Supplied By: Renter Post			
Other Decorations: (describe):			
Clean-up: Renter Post (\$200 fee)			
Notes:			
Confirmation by:		Date:	
Commination by.		Date.	