

HALL PLANNING FORM

Customer Called: _____ Customer Contacted: _____ Meeting: _____

Name: _____

Address: _____

Town: _____

Telephone _____

Date of Event: _____ Time _____

Type of Event: _____ Attendees _____

Request (supplied): Soda Water Other _____

Requests (not supplied): _____

Table Cloths Yes additional \$25.00 No

Kitchen required: Yes additional \$25.00 No

Additional hours: Yes additional \$35.00/hr. No

Special set-up request

