

# Temple Beth El Event & Program Request Form

Phone: 831-479-3444 ~ Fax: 831-475-7246

Today's Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Number of People Expected: \_\_\_\_\_

Times:  Start Time: \_\_\_\_\_  Before Time (If Needed): \_\_\_\_\_

Finish Time: \_\_\_\_\_  After Time (If Needed): \_\_\_\_\_

**Event Location:** Please Indicate One or More of the Following:

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Sanctuary   | <input type="checkbox"/> Library or Classroom |
| <input type="checkbox"/> Social Hall | <input type="checkbox"/> Library Only         |
| <input type="checkbox"/> Patio       | <input type="checkbox"/> Classroom Only       |
| <input type="checkbox"/> Lobby       | <input type="checkbox"/> Other: _____         |

**Equipment Request:** Please Indicate Any of the Following:

- |   |   |
|---|---|
| <input type="checkbox"/> TV   | <input type="checkbox"/> Overhead Projector with Screen |
| <input type="checkbox"/> Microphone: <input type="checkbox"/> 1 or <input type="checkbox"/> 2 | <input type="checkbox"/> DVD/VCR Projector with Screen  |
| <input type="checkbox"/> Lectern  | <input type="checkbox"/> Extension Cords                |
| <input type="checkbox"/> Sound System   | <input type="checkbox"/> Other: _____                   |

**Kitchen:**  If needed, please specify hours: \_\_\_\_\_

If using caterer, please specify Caterer's Name(s): \_\_\_\_\_

If using caterer, please specify hours: \_\_\_\_\_

**Library & Classroom Set-up:** Please describe your specific set-up request:

\_\_\_\_\_  
\_\_\_\_\_

Number of Chairs: \_\_\_\_\_  Number of Tables 1). Round: \_\_\_\_\_  
2). Rectangular: \_\_\_\_\_

If you require Linens, please see the Executive Director

**Social Hall Set-up:** Please fill out the diagram on the back side of this form with layout, tables, chairs and linens.

**Sanctuary Set-up:** If needed, please describe your specific set-up request:

\_\_\_\_\_

**Security Guard(s):** ~\$24.00 per hour charge: If needed, please specify hours: \_\_\_\_\_