

## Assembly Hall Request Form

### **Contact Information**

Name:

Parish/School/Organization:

Phone Number:

Email Address:

Mailing Address:

### **Meeting Information:**

Meeting Date(s) *(meetings may not be reserved more than 6 months in advance):*

Meeting Time:

Reception and Dinner

Purpose:

Expected Number of Attendees (approximate):

Is there a cost to attend?

Will there be alcohol served at the event? Yes  No

If yes, will there be a charge for the alcohol? yes

### **Technology Needs:**

Projector

Screen

Microphones

Laptop

Live broadcast the event

### **Food/Beverage Needs:**

*(Please note: you may bring in outside food/drink, but the kitchen may only be used by the diocesan approved caterer.)*

Breakfast

Lunch

Snacks

## DINNER

Morning coffee/beverages  
Afternoon coffee/beverages

Please let us know how you would like the room set up (tables, chairs, room divided): tables and chairs