

Due to the COVID-19 Pandemic, safety and preventative measures are put in place with every Event. (Social Distancing measures will take place during every event. Persons administering temp check, must undergo training)

Facilities Manager	Alfred Ward	Date Submitted:
Facilities Set-Up Leader		
Person Requesting		
Contact Number		Type of Service Requested: ☐ Tables – Number Requested _____ ☐ Table Type - _____ ☐ Chairs – Number requested _____
Ministry		
Event Description		
Event Date		
Event Time		
Event Location		
Special Instructions:		

***** Please submit at least 2 weeks in advance of event *****

Weddings and Conferences Set -Up must be submitted at least 6 months in advance to the Facility Manager to ensure proper coverage