

MEMORIAL HALL RENTAL CHECKLIST

PLEASE FILL OUT DIAGRAM OF TABLE AND CHAIR SETUP

NAME _____

BILLING ADDRESS _____

TELEPHONE # _____

DATE NEEDED: _____

TIME NEEDED: _____

PLEASE CHECK MARK BELOW WHETHER YOU NEED ANY OF THE ITEMS LISTED:

ITEM	YES	NO	QTY	COMMENT
PROJECTOR (Only HDMI Compatible)				
MICROPHONE				
PIANO				
KITCHEN (this also applies when any food or drink is brought in)				
TABLES				
ROUND (will fit max of 7 chairs)				(EXAMPLE - Enough for 50 people)
LONG (will fit max of 8 chairs)				
CHAIRS				
PODIUM				
PLATFORMS				