

Spooncer Hall Set-Up Request

To reserve a room email Donna at the Parish Office dmohammadi@stsimon.org

Event Name: _____ Date: _____ Event Time: _____ to _____

Set Up Date: _____ Start Time: _____ Disassemble Date: _____ End Time: _____ By: _____

Contact Name _____ Phone: _____ Email Address _____

- No. of Rectangular 8ft tables: _____ No. of Round 5ft tables: _____ No. of Cocktail tables: _____
- No. of Chairs: _____
- Other equipment:
 - Screen
 - Podium
- If using kitchen, do you need the gas turned on? Yes No

BLUE PAINTERS TAPE ONLY on all walls, windows, and doors.

Please clean up after your event, take all your belonging with you, including food. Leave all rooms in the same condition you found them. Close all the windows and turn off the lights. Thank you!

Return this form to Donna at the Parish Office at dmohammadi@stsimon.org 650-880-1422 at least 7 days in advance

