

# SOCIAL HALL USE ONLY

## Information Form

(This form due to parish office 2 weeks prior to event.  
Groups **MUST** resubmit a new form every year (September))

Any questions/concerns about the Parish Calendar please contact  
John Karski at 586-254-4433 x302 or email: [j.karski@stthereseeparish.ws](mailto:j.karski@stthereseeparish.ws)

Name of Event/Group: \_\_\_\_\_

Date submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ONE TIME USE:** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ON GOING USE:**

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ FULL Hall ☐ Kitchen ☐ Other  
HALF Hall: ☐ "A" (Front) ☐ "B" (Kitchen Side)

### ONE TIME USE:

Start Time: \_\_\_\_\_ END Time: \_\_\_\_\_ (Please circle) Day: M - TUE - WED - THURS - FRI - SAT - SUN

Setup Time: \_\_\_\_\_ Setup Date: \_\_\_\_\_ (is one hour prior to event, unless other arrangements have been made)

### ON GOING USE:

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (Please circle) Day: M - TUE - WED - THURS - FRI - SAT - SUN

Setup Time: \_\_\_\_\_ Setup Date: \_\_\_\_\_ (is one hour prior to event, unless other arrangements have been made)

#### Gatherings may take place anytime during these hours:

SUNDAY: 8 am and 1 pm  
MONDAY: 9 am and 4 pm  
TUESDAY: 9 am and 4 pm  
WEDNESDAY: 9 am and 7 pm\*  
THURSDAY: 9 am and 4 pm  
FRIDAY: (Closed, but Mtgs.  
may take place 9 am to 4pm)  
SATURDAY: 3 pm and 6 pm  
\*June to Labor Day close at 4 pm

Exceptions may be made.  
We no longer have parish  
staff working evenings.  
There is usually someone  
here on Wednesday  
evenings though, but you  
must talk to John Karski.  
Otherwise groups are to  
adhere to the schedule for the  
time being. As we get busier  
hours may be expanded.

Meets: (Please circle) WEEKLY - MONTHLY - OTHER: \_\_\_\_\_

WEEK OF THE MONTH: 1<sup>ST</sup> - 2<sup>ND</sup> - 3<sup>RD</sup> - 4<sup>TH</sup>

Please indicate which Date(s) the hall **will not** be in use:

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Number of Persons: \_\_\_\_\_ (8 or 10 persons to a table?)

# of round tables: \_\_\_\_\_ # of long tables: \_\_\_\_\_

Tablecloths needed: ☐ YES ☐ NO

Special Events Hospitality group: ☐ YES ☐ NO

Food Served: ☐ NO ☐ POTLUCK ☐ COOK ON SITE

Catered: ☐ YES, Caterer: \_\_\_\_\_

Number of Food Tables (2 standard): \_\_\_\_\_

☐ DESSERT TABLE ☐ OTHER: \_\_\_\_\_

Items needed: ☐ Napkins ☐ Disposable glasses

☐ Plates ☐ Silverware ☐ Coffee cups

Additional Items: \_\_\_\_\_

**PROVIDE FLOOR PLAN ON REVERSE SIDE**

Please check off which of the following parish-owned items you will need:

☐ PODIUM ☐ MICROPHONE ☐ TV/VCR/DVD ☐ LCD PROJECTOR ☐ SCREEN ☐ LAPTOP

**Brief Description/Added Notes:**

**OFFICE USE:** ☐ Original to: John Karski ☐ Maintenance ☐ Other: \_\_\_\_\_ ☐ Calendar

Revised: 9/7/2022

