

# Notre Dame Parish

## Maintenance Work Order Request

Group/Organization \_\_\_\_\_

Main Contact \_\_\_\_\_

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

Email \_\_\_\_\_

### Set Up Information

# of 60" Rounds: \_\_\_\_\_

# of Chairs per 60" Round: \_\_\_\_\_

# of 72" Rounds: \_\_\_\_\_

# of Chairs per 72" Round: \_\_\_\_\_

# of chairs for speaking engagement \_\_\_\_\_

# of \*Table Cloths: \_\_\_\_\_

Color Of \*Table Cloths: Blue | Black | White

Shape of \*Table Cloths: Circular | Rectangular

Event Date \_\_\_\_\_

Event Name \_\_\_\_\_

Event Location \_\_\_\_\_

Set Up Date Previously approved by Parish:

Date \_\_\_\_\_ Time \_\_\_\_\_

Event Start Time \_\_\_\_\_

Event End Time \_\_\_\_\_

# of 8' Rectangle Tables: \_\_\_\_\_

# of Chairs per Rectangle: \_\_\_\_\_

# of High Boy Tables: \_\_\_\_\_

Will you need a podium? Yes | No

AV Equipment? Yes | No - add in notes

### Cleanup

Who will be cleaning up after the event?

- Empty Garbage
- Sweep Floors
- Take away all food items

***Circle one: my group | parish maintenance***

***\*Please Note: If you use the parish table cloths, we expect that you wash and return table cloths within 3 days of your event.***

If parish maintenance is needed for the cleanup, there will be a charge of \$50.00 to \$150.00 for the takedown and cleanup of each event. Cost will vary depending on size of the event and amount of work.

Signature \_\_\_\_\_

Date \_\_\_\_\_