

Villas of Newtown - Request for Service Clubhouse Event Set up

Date of Event _____ Day of Week _____ Time of Event _____

Set up to be completed by Date _____, Time _____

Contact Person _____ Phone: _____

Equipment Needed () - number available

_____ 6ft Rectangle tables (4) # _____ 90" Round Tables (12) # _____ Card Tables (8)

_____ High Top Tables (3) _____ Couch Y/N _____ Overstuff chairs Y/N, _____ Couch Table Y/N

Chairs needed per table _____ Table Covers (Black) (Cream) _____

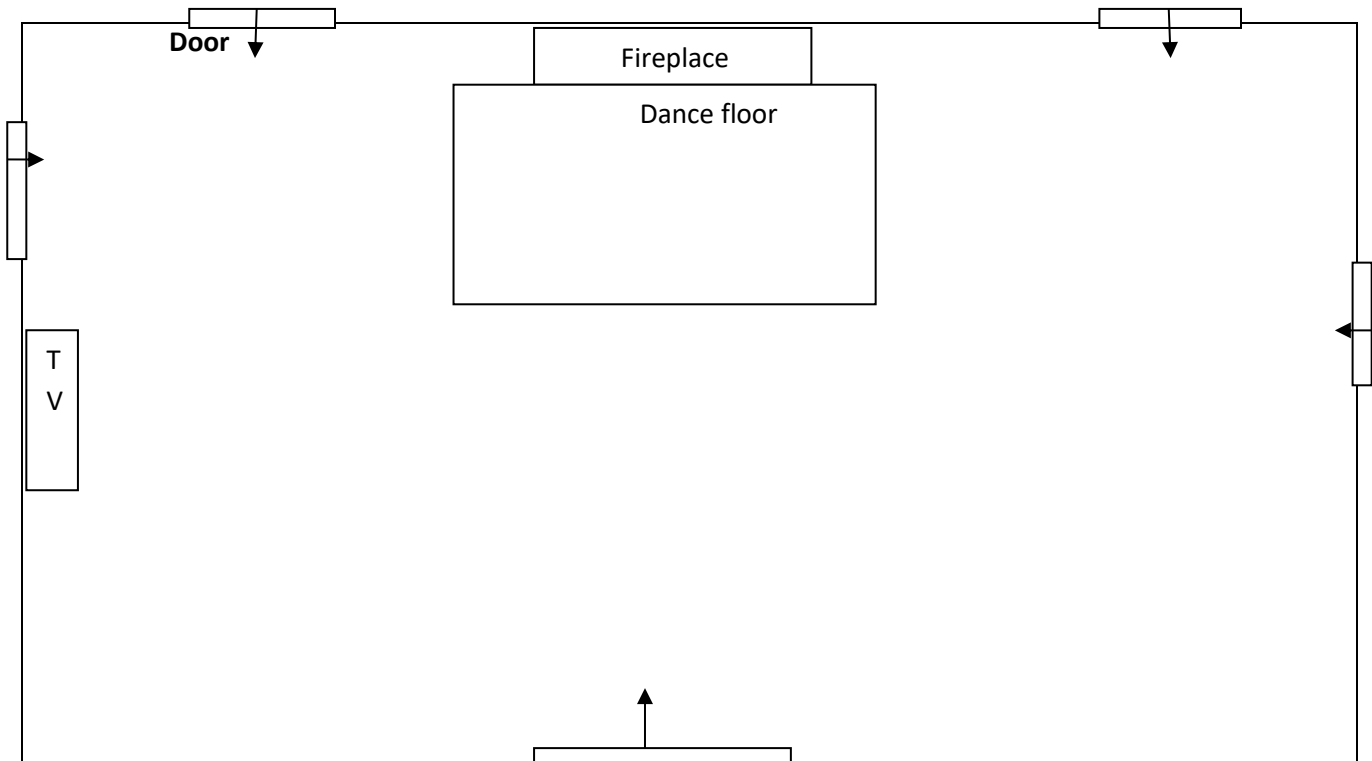
Ping Pong Table(2) Y/N _____

Using Bar Kitchen , Y/N _____ Using Caterer's Kitchen Y/N _____

Name of Caterer _____ Phone: _____

Key: 6ft table RT Card Table C High top table H Round R

Diagram proposed set up - include all items wanted and label, if hallway is needed, diagram on back



Allow access for wheelchairs from double doors