

3. Will facilities staff need to set up and/or breakdown? Tables/Chairs/Other heavy lifting?

4. Will you require a dance floor to be installed? (circle one) YES NO
If YES, what size? _____

5. Are you bringing your own table settings/silverware/table cloths? If you are using ours, how many of each is needed?

SPECIAL INSTRUCTIONS:

Diagram of the room as you'd like it set up for the event: (use a separate sheet of paper if needed)

IMPORTANT NOTES:

- Temple Beth Miriam does NOT allow shellfish or pork in the temple for any event.
- If you have a bar or any liquor at your event, the table(s) MUST be monitored by a bartender or adult at all times.