

Supply request for the Festival Hall and Common Room:

We are glad to supply paper goods and coffee service for the events of parish groups. If you choose not to use our common supply, please take any extra products that you bring away with you after the event. We encourage parish groups to use the common supply.

Please submit this request to **Mario Serrano** at mserranostals@gmail.com two weeks before your event.

Event Name: _____

Event Date: _____ Event Time _____

Contact Person: _____

Phone/Email: _____

Please indicate quantities below.

_____ White paper dinner plates

_____ Plastic forks

_____ White paper dessert plates

_____ Plastic spoons

_____ White paper napkins

_____ Plastic knives

_____ White paper dessert napkins

_____ Round plastic Tablecloths

_____ White paper Hot/Cold cups

_____ Triangle plastic Tablecloths

_____ 9 oz plastic wine glasses

Please indicate if you would like us to supply:

_____ Coffee service: We will put out sugar and stirrers for you.

Organizers must bring ground coffee and creamer.

Other equipment:

_____ Lighter

_____ Corkscrew / Bottle opener

_____ Extension cords / Power strips