

**REQUEST FORM TO SCHEDULE USE OF
THE HADDON FORTNIGHTLY CLUB HOUSE
BY CLUB MEMBERS**

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ALL SECTIONS OF THIS FORM MUST BE FULLY COMPLETED AS REQUIRED. ORIGINAL AND A DUPLICATE MUST BE RETURNED TO THE HOUSE CHAIRPERSON TWO WEEKS PRIOR TO YOUR EVENT.

DATE / S OF FUNCTION:	FROM AM/PM	TO AM/PM
CLUB GROUP:	TYPE OF ACTIVITY:	
REQUESTER'S NAME:	ADDRESS:	PHONE NUMBER:
NUMBER OF EXPECTED ATTENDEES:		

Foyer:	Number of - Number of -	Long Tables: Table Cloths:	Round Tables: Table Cloths:	Card Tables: Table Cloths:	Chairs:
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Club: Room:	Number of - Number of -	Long Tables: Table Cloths:	Round Tables: Table Cloths:	Card Tables: Table Cloths:	Chairs:
Extension Cord: Yes / No	Flag: Yes / No	Lectern: Yes / No	Screen: Yes / No	PA System: Yes / No	

Tea Room:	Number of - Number of -	Long Tables: Table Cloths:	Round Tables: Table Cloths:	Card Tables: Table Cloths:	Chairs:
		Lectern: Yes / No	Candlesticks: Yes / No		

Auditorium:	Number of - Number of -	Long Tables: Table Cloths:	Round Tables: Table Cloths:	Card Tables: Table Cloths:	Chairs:
Extension Cord: Yes / No	Flag: Yes / No	Lectern: Yes / No	Screen: Yes / No	PA System: Yes / No	
Stage: Yes / No	Piano: Yes / No		Spotlights: Yes / No		

KITCHEN: The following table settings will be provided for each activity as stated: Circle all items that applies.

- Meetings: plates, cups, flatware, creamer, sugar bowl, serving plates
- Tea: plates, cups, flatware, serving plates, creamer, sugar bowl, silver urn
- Lunch: plates, cups & saucer, soup or salad plates, dessert plates, creamer, sugar bowl, salt & paper
- Dinner: Same as lunch, plus goblets
- Other & Additional ware below:

Meeting	Tea	Lunch	Dinner	Other
Formal Ware	Daily Ware	Goblets	Silver Urn	
Punch Bowl & Cups	Hot & Cold Pitchers	Sm. Coffee Pots	Lg. Coffee Pots	
Casserole Dishes	Serving Hot Pads	Lg. Cooking Pots	Electric Tea Pot	

NOTE ALL OTHER NEEDS, WITH DIAGRAM FOR TABLES AND CHAIRS ON BACK OF THIS SHEET.