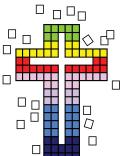
Are you going to use multimedia?





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HIRING OF FACILITIES

APPLICATION FOR QUOTATION

This form is used to reserve the date of a function. It must be send in as early as possible to ensure that the date is reserved.

Details Of Hirer

Name of applicant: Tel: (c)	/			
E-Mail address:				
Home Address:	Postal Code:			
Member:	Yes 🗌 No			
	Purpose of the Function Occation			
Type of function:				
Date:				
Function starts:	Function ends:			
Choice of venue:	🗌 Annex 🔄 Church 🔄 Chapel 🔄 Hall, Coffee Urn & Equipment			
	🗌 Kitchen & Equipment 🛛 Children's Chapel & Equipment 🔹 🗍 On the stoep			
	🗌 Children's Chapel, Alpha, Omega & Equipment 🛛 🗌 Upper Hall			
Personnel Required				
Preparation time before the function:				
Cleaning after function with help: Additional Security e.a. for vehicles: Yes No				
Additional Security e.g. for vehicles: Ves No				

TECHNICAL NEEDS LIST

Name of Function:						
Date:	Time:	Date of Reception:				
Venues to be used:						
Sound						
	used:					
Instruments that can be used:						
Sound Person: Yes 🗌 No 🗌						
Any other needs:						
Multimedia						
Video that must be playe	ed:					
Photos that must be show	wn:					
Multimedia Person: Yes 🗌 No 🗌						
Any other needs:						
Lighting						

What are the needs concerning lighting: _____

Any other needs: _____

VENUE LAYOUT

ltem	Choice	Quantity/ Description
Number of Tables (6 man or 8 man):		
Tablecloths:		
Tablecloths Colour:		
Overlays:		
Overlays Colour:		
Chairs:		
Chair Covers:		

Sketch If you have a sketch available please please upload



NECESSARY ITEMS

Item	Choice	Quantity
Cup, Saucer & Teaspoon		
Small Plate (ceramic/glazed)		
Large Plate (ceramic/glazed)		
Dessert Bowl (ceramic/glazed)		
Knife, Fork & Dessert Spoon		
Cake Fork/Tart Fork (metal)		
Serving Spoon (metal alloy)		
Sugar Pot (stainless steel)		
Sugar Pot (ceramic/glazed)		
Milk Jug (stainless steel)		
Milk Jug (ceramic/glazed)		
Large Teapot (stainless steel)		
Small Teapot (stainless steel)		
Water Jug (glass)		
Water Glass/Cold Drink Glass		
Salad Bowl (glass)		
Glass Bowl (rectangular pyrex)		
Urn (large, stainless steel)		
Urn (small, stainless steel)		
Pizza Plate (glass)		
Tablecloth (only for use in the church hall)		
Coloured Decorative Squares - Overlays		