



Executive Director 804-355-3564 ext. 104
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RSVP (if any) name & contact info _____ RSVP by what date? _____

Security Some events require the hiring of security. If your event is in the evening and in conjunction with a Temple service, then security is included. Otherwise, you may be responsible for security, and the Executive Director will contact you.

Set-up: for Grove Avenue Only *If the event is at our Grove Ave. location, please fill out this section and we will do our best to have your room(s) set up in advance. Events at Parham and off-site will need to be set up by your committee.*

Number of chairs _____ Number of tables for sitting _____ 8 at a table ☐ or 9 at a table ☐

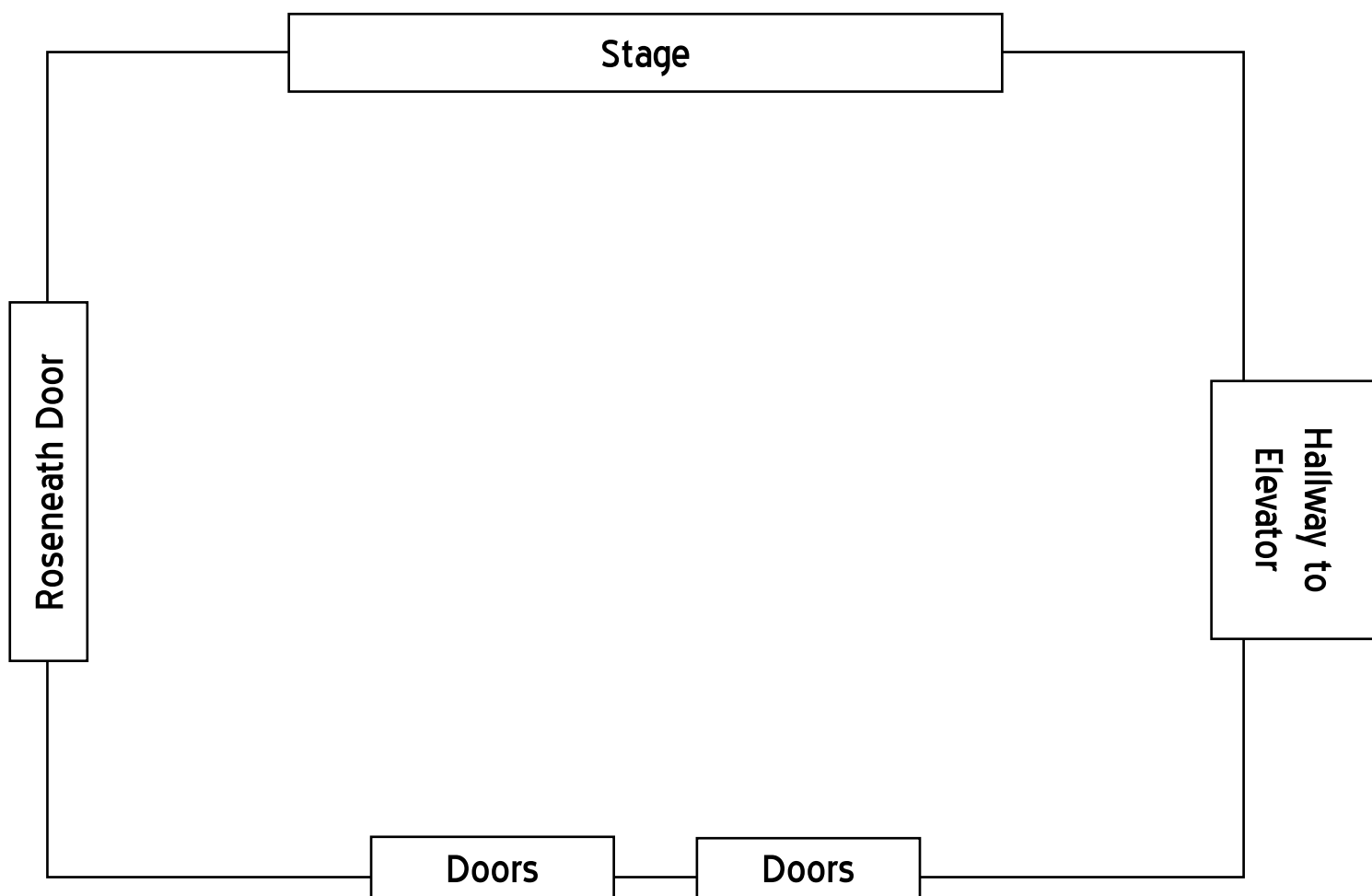
Number of serving tables _____ Table toppers? If so, color? _____

Do you need linens? No ☐ Yes ☐ *Linens are ordered from Virginia Linens and cost \$5-7 per table, depending on color and size.*

Choose linen color: navy blue ☐ light blue ☐ white ☐ red ☐ yellow ☐ forest green ☐ cream ☐ pink ☐

If your event will be in the Social Hall, please use diagram below to illustrate how you would like your tables set up.

Social Hall Set-up



Finances

Will money be involved for event? Yes ☐ No ☐

If yes, will the TBE office be required to collect money? Yes ☐ No ☐

If yes, what is the fee structure?

☐ Ticket Sales, prices as follows: _____

☐ Donations *notes:* _____

Responsible party for paying linen expense (if any): TBE ☐ Other ☐ _____