

Vivan Simkins Lasko Rooftop Garden

SET UP INFORMATION

Contact Information

Your Name: _____

E-mail: _____

Phone #: _____

Event Information

Event Name: _____

Date: _____

Time: _____

Furniture Needed (Please write in number needed)

6 foot
tables:

Metal
Chairs

3 foot round
metal tables

Paper goods

Table
Cloths:

Dinner
Plates:

Dessert
Plates

Napkins:

Forks

Spoon

Knives:

Chafing
Dishes:

(Please write in number needed. NOTE: charges may apply for outside groups.)

Audio/Visual needs

Projector

DVD Player

Microphone

Podium

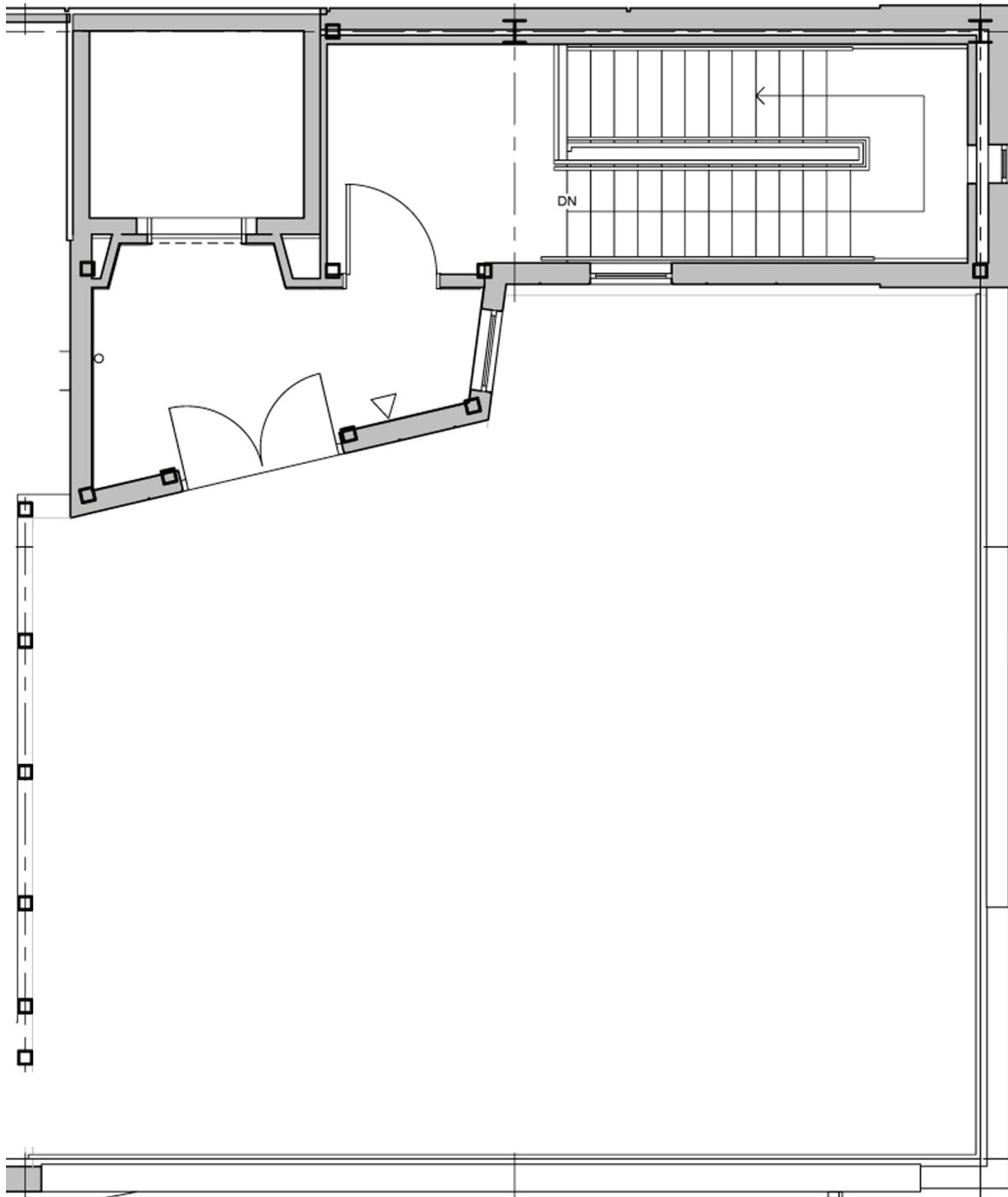
(Please check if needed. NOTE: While Hillel staff can train you how to operate our equipment, they can not be on hand to do so for events.)

Notes / Other needs

Please fill out and fax to 215-777-9790, e-mail to jferst@templehillel.com or drop at 1441 Norris.

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**Please draw out how you would like this space set up.
Please be as detailed as possible and only use the
number of items you listed on the first page.**

NOTE: A Hillel staff member must be present at all times to use this space. Hillel reserves the right to cancel events based on weather conditions.