



Our Lady of Hope Parish - Hall Event Form



Today's Date

Location

Type of Event

Date of Event

Insurance Certificate YES NO Date Sent

Time (From set-up to clean-up) hall is in use to

Kitchen YES NO

If YES, please check Cooking Heating Other

Number of People (approx.) Coffee Buffet Table

How many tables do you want set-up ?

Special Requests:

Contact Person

Contact Phone Number

Parishioner YES NO

If you are a parishioner please list ministries you are involved in:

Mail to: Our Lady of Hope Business Office - 673 Stevens Avenue - Portland, Maine 04103-2640
or Email to Mary.Cafazzo@portlanddiocese.org