



Our Lady of Hope Parish - Hall Event Form



Requires Adobe Acrobat or Adobe Reader to fill out this 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:

Once your event has finished it is expected that you spot clean any spills and sweep up any food/crumbs on the floor, collect the trash and deposit the trash bags in the dumpster located outside the yellow door at the bottom of the stairs on the side of the hall. Thank you.

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