

Reception at Salem

Location (check one):

Fellowship Hall: _____ (seats 250) Gymnasium: _____ (seats 250)

Caterer: _____ **Phone:** _____

****Note:** The caterer must provide Salem with a copy of their food catering license and a Comprehensive General Liability Insurance Policy. Caterers are expected to supply whatever equipment they need to make their preparations other than stove, oven and refrigerator. It is expected that the caterer will provide all dishes, serving utensils and paper products.

Caterer's scheduled time in building: _____

Dining Set-up:

Guest tables _____ (number needed) (Rounds seat 8 people.)

Bridal tables _____ (number needed) (Rectangles seat 3-4 people on one side.)

Punch tables _____ (number needed)

Serving tables _____ (number needed)

Cake tables _____ (number needed)

Kitchen Use:

Fridge space needed from _____ to _____
(date and time) (date and time)

"I have received a copy of Salem's Kitchen Policy and I agree to its conditions."

(signature)