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FACILITY FORM

Nature of Function: _____

Name of responsible person: _____

Tel (s): _____ Venue: _____

Date: _____ Or Number of Weeks: _____

Function Time: _____ Opening Time: _____

Verger: _____ Closing Time: _____

Cleaner: _____ Security: _____

Multimedia

Kitchen	Choose	Quantity
Cups, Saucers & Teaspoons	<input type="checkbox"/>	_____
Small Plates	<input type="checkbox"/>	_____
Large Plates	<input type="checkbox"/>	_____
Dessert Bowls	<input type="checkbox"/>	_____
Knives, Forks & Dessert Spoons	<input type="checkbox"/>	_____
Cake Forks/Tart Forks	<input type="checkbox"/>	_____
Serving Spoons	<input type="checkbox"/>	_____
Sugar Pot (stainless steel)	<input type="checkbox"/>	_____
Sugar Pot (ceramic/glazed)	<input type="checkbox"/>	_____
Milk Jug (stainless steel)	<input type="checkbox"/>	_____
Milk Jug (ceramic/glazed)	<input type="checkbox"/>	_____

Kitchen	Choose	Quantity
Tables	<input type="checkbox"/>	_____
Chairs	<input type="checkbox"/>	_____
Large Teapot (stainless steel)	<input type="checkbox"/>	_____
Small Teapot (stainless steel)	<input type="checkbox"/>	_____
Water Jug (glass)	<input type="checkbox"/>	_____
Water Glass/Cold Drink Glass	<input type="checkbox"/>	_____
Salad Bowl	<input type="checkbox"/>	_____
Urn	<input type="checkbox"/>	_____
Tafeldoeke	<input type="checkbox"/>	_____
Coloured Decorative Squares	<input type="checkbox"/>	_____

EXTRAS

STAFF

Reverend (weddings)

Cleaner

Verger

Security

Organist

Site Staff

Technical Official

VENUE

Annex

Children's Chapel & Equipment

Church

Children's Chapel, Alpha, Omega & Equipment

Chapel

Opistoep

Hall, 'Koffiekan' & Equipment

Bo-Vertrek

Kitchen & Equipment

Total: _____ (staff rate + venue rate)

Applicant Signature

Witness Signature

Date Filled In