



# Table/Chair Request

703 Broadway St, Emmetsburg IA 50536

rev. 1.22.25

Please review the event Policies and Regulations listed below prior to filling out the request form.

Event Date:\_\_\_\_\_

Reservation Made:\_\_\_\_\_ Payment Received\_\_\_\_\_

Tables/Chairs Returned\_\_\_\_\_

Contact Person:\_\_\_\_\_

Phone Number:\_\_\_\_\_

## Table/Chair Request Only

*Tables and chairs are loaned to members only. Please contact church office to reserve tables and chairs. \*Note- round tables and the newer chairs are to stay in the building and are not to be loaned out. All items are to be returned promptly after use and returned in the location where they were taken. No other items are to leave the church building.*

|                 |                   |                   |
|-----------------|-------------------|-------------------|
| 1-5 Tables \$50 | 6-10 Tables \$100 | 11 + Tables \$150 |
|                 |                   |                   |

When will you pick up these items? \_\_\_\_\_

Will you need the church unlocked? Y or N

In submitting this form, I am indicating that I have read and agree with the building use policy of Bethany Lutheran Church.

\_\_\_\_\_ Date: \_\_\_\_\_

*(Signature of Responsible Party)*