

HARWICH COMMUNITY CENTER  
FUNCTION ROOM SET-UP FORM

Date of Event \_\_\_\_\_

Organization \_\_\_\_\_

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

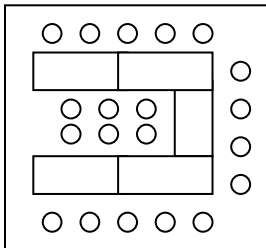
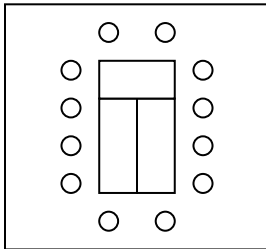
Phone \_\_\_\_\_

Email \_\_\_\_\_

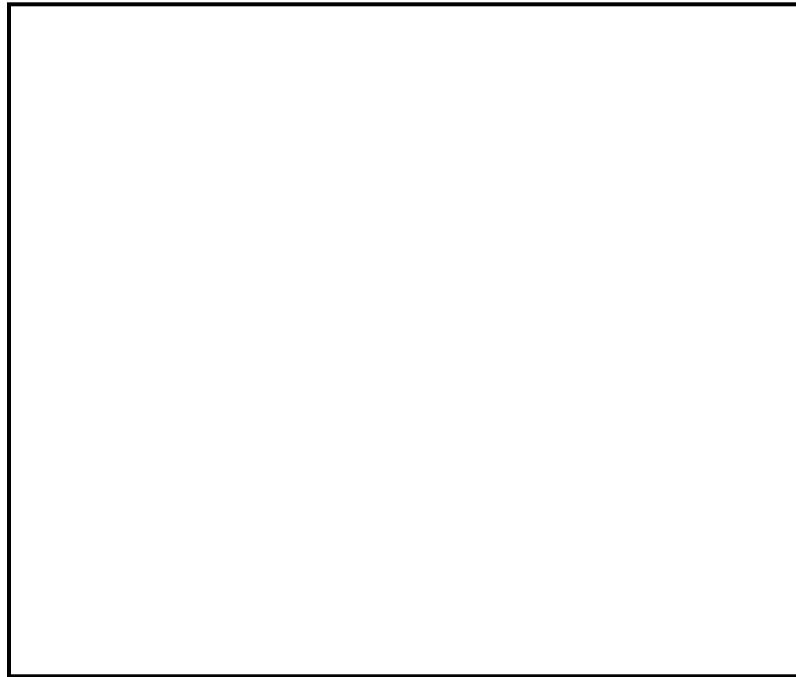
Function Room Assigned (if known) \_\_\_\_\_

Set-up Requested: Please choose from the standard set-ups pictured OR  
Draw a diagram of your own in the space provided

Standard  
Set-ups:



Activity Room Set-up  
(Multi-purpose room diagram on reverse)



Number of Tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_

Special Equipment:

☐ Podium w/ Microphone & Speaker    ☐ TV w/ DVD/VCR

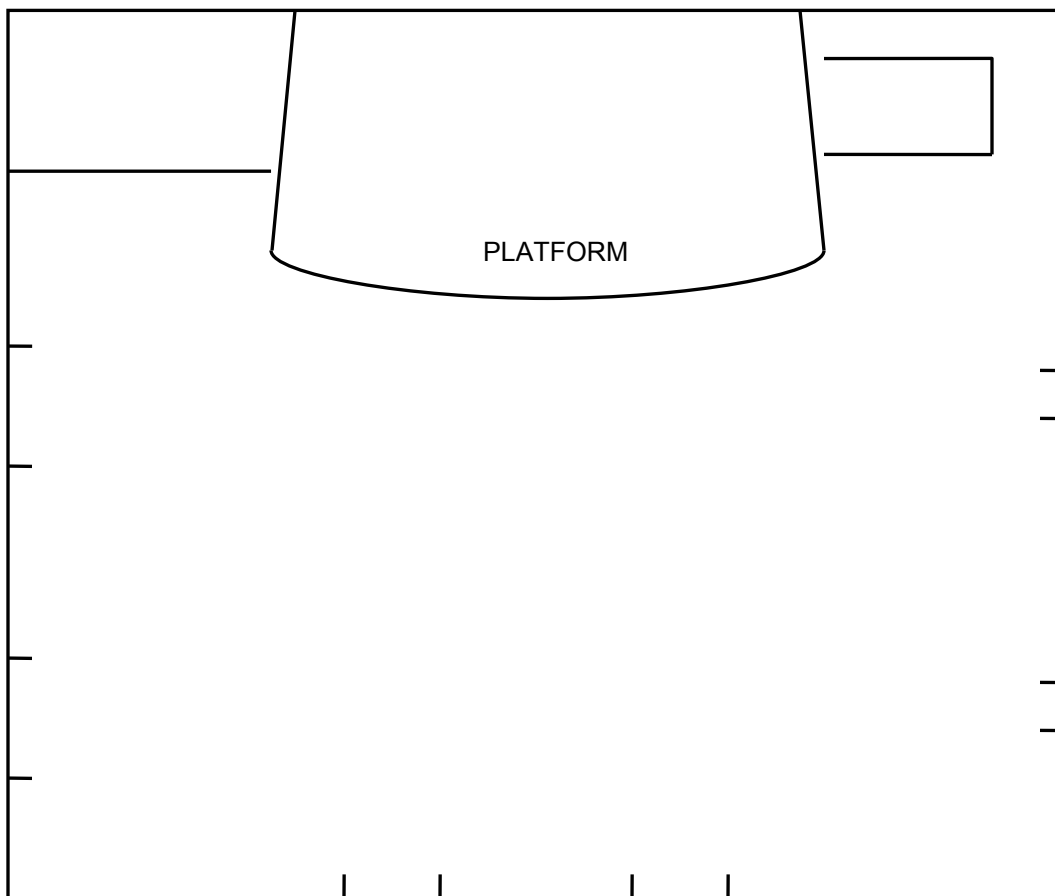
Additional notes / information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Multi-Purpose Room Set-up



Additional notes / information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projection Screen needed? ☐ Yes ☐ No