HARWICH COMMUNITY CENTER
CUSTOM ROOM SET-UP FORM
100 Oak Street, Harwich MA 02645 • (508) 430-7568
www.harwich-ma.gov/community-center

Custom Set-Up form Rec'd ___/___/_____
Received by: _____
Booked by: _____
Booked date:___/___/_____

Date/s of Event _____ Time _____

Organization _____

Contact Person _____

Phone _____

Email _____

Function Room Assigned (if known) _____

Set-up Requested: If you are requesting set-up other than the standard set-up pictured in the set up book please draw a diagram of your own in the space provided.

Activity Room Set-up

Number of Tables: ___

Number of Chairs: _____

Special Equipment:
_____
_____
_____
_____

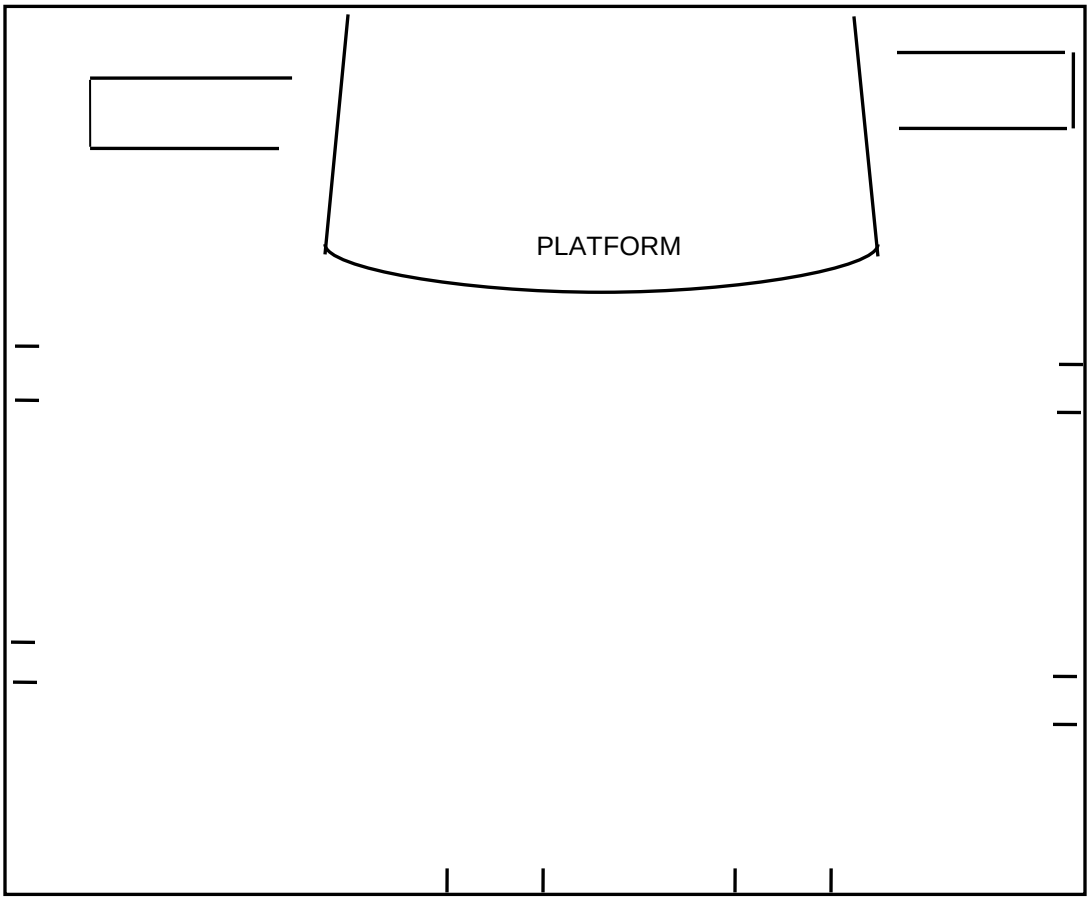
Additional notes / information: _____

_____

_____

_____

Multi-Purpose Room Set-up



Number of Tables: ___

Number of Chairs: _____

Special Equipment:

_____

_____

_____

_____

_____

_____

Additional notes / information: _____

Gymnasium

Number of Tables: ___

Number of Chairs: _____

Special Equipment:

_____

_____

_____

_____

_____

_____

Additional notes / information: _____