

ROOM RESERVATION FORM

ITEMS NEEDED FOR

DATE _____

EVENT _____

TIME _____

PAPER GOODS NEEDED

_____ **TABLE CLOTHS**

_____ **PLATES**

9" _____

6" _____

_____ **CUPS HOT** _____

9 OZ _____

2 OZ _____

_____ **FLATWARE**

FORKS _____

KNIVES _____

SPOONS _____

_____ **NAPKINS**

Other _____