

# City of Refuge UCC Hospitality and Kitchen Support Request Form

Please complete and return to Lesa Gray Magee @ [Lgmagee9@aol.com](mailto:Lgmagee9@aol.com) or Mady Willie @ [MadyWill@hotmail.com](mailto:MadyWill@hotmail.com)

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Date(s) of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Budget: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

**Food:** (Please check all that apply- add specific requests in comments section)

Breakfast: Meal \_\_\_ Beverages \_\_\_

Continental Breakfast: \_\_\_

Lunch: Meal \_\_\_ Dessert \_\_\_ Beverages \_\_\_

Dinner: Meal \_\_\_ Dessert \_\_\_ Beverages \_\_\_

Snacks: \_\_\_

**Services:** (Please check all that apply- add specific requests in comments section)

Kitchen \_\_\_\_\_ Servers \_\_\_\_\_ Set Up \_\_\_\_\_ Tear Down \_\_\_\_\_

**Equipment:** (Please check all that apply- add specific requests in comments section)

Tables: \_\_\_\_\_ Tablecloths \_\_\_\_\_ Chairs \_\_\_\_\_ Sound Equipment \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

