Name of Group
Activity: ____________________  Date(s) ____________________  Time(s) ____________________  Phone #: ________________
Contact Person: ____________________  Tentative ____________________  Final ____________________  Date: ____________________

# Attending ____________________  Arranged: ____________________

Info. Taken By: ____________________  Security: ____________________  Date: ____________________

FACILITY: Catholic Center

<table>
<thead>
<tr>
<th>Capacity</th>
<th>EQUIPMENT</th>
<th>HOSPITALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Room</td>
<td>PROJ: Ovrh.</td>
</tr>
<tr>
<td>tables/ chairs</td>
<td>chairs only</td>
<td>Assembly Rm.</td>
</tr>
<tr>
<td></td>
<td>100*</td>
<td>Celebration</td>
</tr>
<tr>
<td></td>
<td>60</td>
<td>Councils Rm.</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Gym</td>
</tr>
<tr>
<td></td>
<td>32</td>
<td>Conf. Rm. A</td>
</tr>
<tr>
<td></td>
<td>32</td>
<td>Conf. Rm. B</td>
</tr>
</tbody>
</table>

Set Up Communicated: ____________________  # people: ____________________
tables & chairs: ____________________
chairs only: ____________________
fan-shaped: ____________________
semi-circle: ____________________
circle: ____________________
u-shaped: ____________________
classroom: ____________________
square: ____________________
two tables together: ____________________
councils rm./conf. tbl.: ____________________
other: ____________________

Special Arrangements/Notes: ____________________

SNACKS

Fruit Tray: ____________________
Cheese Tray: ____________________
Other: ____________________

Donuts: ____________________
Donut Balls: ____________________

Outside Order: To: ____________________
placed: ____________________

Date: ____________________
Item(s): ____________________

LUNCH

Number: ____________________
Notified: ____________________

Group: ____________________

Main Dining Room: Staff: ____________________
Oak Room (medium): Staff: ____________________
Walnut Room (small): Staff: ____________________

GROUP

RETREAT HOUSE | MEALS | TIME | DAY | TIME | DAY | EQUIP | Set Up | Sarto |
<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarto Room</td>
<td>breakfast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TV/VCR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun Room</td>
<td>lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FLP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Dining</td>
<td>dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PROJ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oak Room</td>
<td>snacks</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Information:

- Linens: ____________________  No Linens: ____________________  Chapel: ____________________

Bill To: ____________________
Billing Address: ____________________

Bill Out: ____________________
Acct. #: ____________________
Deposit Received: ____________________
Agreement Mailed: ____________________
Received: ____________________
No deposit: ____________________
Insurance Cert. Rec'd: ____________________

Follow Up: ____________________

*200 for lunch/dinner may be a little crowded

Entered Computer: ____________________  Date: ____________________