



The Union Baptist Church of Mystic

gathered in 1765 on Baptist Hill in Mystic, CT 06355

Telephone 860-536-9659

Fax 860-536-8848

Requestor: Please fill out your name, organization, address, the date you need the hall setup.

Note: Occupancy is 200 with tables and chairs ---300 with chairs only. **Do not exceed occupancy.**

Request for Hall Setup

Name _____

Date _____

Name of Non-profit Organization _____

Phone Number _____

Email Address _____

Please set up the following items on the date indicated:

Set up the hall on date: _____ No later than _____ am/pm

for the following event: _____

# of 8 foot tables	<input type="text" value="8 ft."/>	Other Equipment (piano, projector, screen, TV/VCR, podium, etc):
# of 6 foot tables	<input type="text" value="6 ft."/>	
# of card tables	<input type="text" value="3x3"/>	
# chairs	<input type="text"/>	

