



# Jewish Community Center of Paramus Congregation Beth Tikvah

304 E. Midland Avenue Paramus New Jersey 07652 (201) 262-7691 F: (201) 262-6516  
www.jccparamus.org

## PROGRAM AND EVENT ROOM RESERVATION FORM

**This Form Must Be Submitted at least 10 Days in Advance**

Name of Event or Program: \_\_\_\_\_

Group or Committee: \_\_\_\_\_

Event Date: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Chair or Coordinator: \_\_\_\_\_

Is this Event Catered? \_\_\_\_\_ If so, name of Caterer: \_\_\_\_\_

USE KITCHEN:  No  Yes  Dairy  Meat  Pareve Supervisor: \_\_\_\_\_

### ROOM REQUEST:

Social Hall  Stark Hall (gym)  Area Between the Walls  Sanctuary  Lobby  Gym Lobby

Chapel  Classrm 1  Classrm 2  Classrm 3  Youth Lounge  \_\_\_\_\_

TABLES AND CHAIRS: \_\_\_ 6' Long \_\_\_ 8' Long \_\_\_ 6' Round \_\_\_ 8' Round \_\_\_ Card tables  
\_\_\_\_\_ Chairs  Auditorium style [draw diagram below or use additional sheet]

SPECIAL SETUP  Microphone  Podium  Screen  Projector  TV  Easel or Board

Coffee & Tea Set-up

PERSON MAKING THIS REQUEST: \_\_\_\_\_

CONTACT INFO: ph: \_\_\_\_\_ email: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_