

**USE OF
ZION LUTHERAN CHURCH FELLOWSHIP HALL
1005 11th Ave. North, Humboldt, Iowa 50548
Telephone: 515-332-3279
Fax: 515-332-3295
E-Mail: zion@goldfieldaccess.net**

(Please note to officially reserve the date you have to check availability with the church office – 332-3279)

Request Form

1. Sponsoring Organization or Board _____

2. Contact Person _____ Phone # _____

3. Date to be used _____ Time of event _____

4. Estimated number to attend event _____

5. Type of event
 _____ Dinner
 _____ Seminar or other program
 _____ Shower - Wedding, Baby, etc.
 _____ Confirmation Reception
 _____ Graduation Reception
 _____ Wedding Reception

6. How do you want tables and chairs set-up? _____
 When does set-up need to be completed by? _____

7. Number of tables requested
 a. _____ # round
 b. _____ # long

8. Other equipment needed
- | | |
|---|--|
| <input type="checkbox"/> DVD & T.V. | <input type="checkbox"/> Overhead Projector & Screen |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Microphone System |
| <input type="checkbox"/> Dry Board | <input type="checkbox"/> Other |
| <input type="checkbox"/> PowerPoint Projector | |
9. Fee (See the accompanying form with fees) \$ _____
Contact person is responsible for check - but we will set-up tables or equipment