

RIVERCHASE OF FENTON ROOM SETUP REQUEST

Name on Rental: _____

Event Date: _____

Day: _____

Facility Rooms: _____

Time: _____

Number Attending: _____

Meramec
Max:50 People

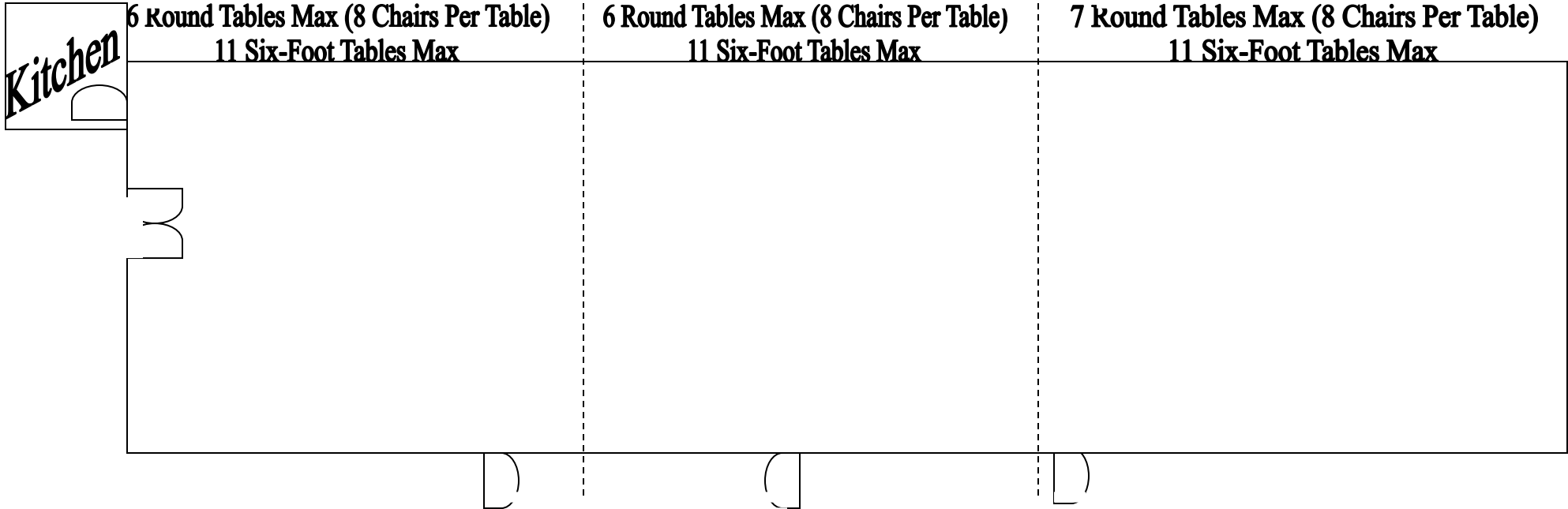
Mississippi
Max:50 People

Missouri
Max:60 People

6 Round Tables Max (8 Chairs Per Table)
11 Six-Foot Tables Max

6 Round Tables Max (8 Chairs Per Table)
11 Six-Foot Tables Max

7 Round Tables Max (8 Chairs Per Table)
11 Six-Foot Tables Max



6' Tables: _____ 4' Tables: _____ 6' Tables: _____ (X) Chairs: _____

Room Request Set Up Needed (see back, circle one):

Screen Needed: ___ Bringing in Alcohol: ___
 Podium Needed: ___ White Board: ___
 Extension Cord: ___ Easles: ___
 Using kitchen: ___ Coffee Service: ___

Office:

Date Submitted: ___ Submitted By: ___