

## Room Request and Setup Form

**Temple Function:** Complete and submit to Johnny Flores, [jflores@cbibpt.org](mailto:jflores@cbibpt.org)

**Facility Rental:** Complete and submit to Lynn Lynch, [llynch@cbibpt.org](mailto:llynch@cbibpt.org)

Event: \_\_\_\_\_ Day & Date of Event: \_\_\_\_\_

Requested by: \_\_\_\_\_ Start & End Time of Event: \_\_\_\_\_

Phone & Email: \_\_\_\_\_ Area to setup: \_\_\_\_\_

Approx. number of guests: \_\_\_\_\_ Food to be Served? Yes / No

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

The setup: # of 60" Rounds: \_\_\_\_\_ # of 6' Rectangles: \_\_\_\_\_ # of chairs per table: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Circle appropriate plans below:

Tablecloths:	Plastic	Rentals	
Plates:	Paper	Temple China	Rentals
Cups/Glasses:	Paper	Temple Cups/Glasses	Rentals
Utensils:	Plastic	Temple Silverware	Rentals

Diagram of room:

(Placement of tables, chairs, buffet, etc.)

Congregation B'nai Israel  
Room Templates

Scale 1/8" = 1' - 0"

This plan is being distributed for the convenience for your space planning of tables, etc. for your function

Please check with ~~lobby~~ **LYNN** at B'nai Israel if more information is required

Tables  
6 - 72" round 32 - 60" round 16 - 30" x 72"

These room capacities are based on 60" round tables (seating 8 per table) This includes the 21 x 21 dance floor as shown

Room	Full Seating/ Reception	Served	Standing Room Capacity
Social Hall	175	70	300
Sanctuary Lobby	70	80	90
Pavilion	80	40	100
Pavilion Lobby	40		65

Please note that these are estimated capacity numbers. These numbers will vary based on your event

