

## Wake Forest Presbyterian Church Kitchen Reservation Form

Point Person: \_\_\_\_\_

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

### Please Check Items Requested:

Counters

Ice Maker

Refrigerator\*

Coffee Maker

Dishwasher

Warmer

Convection Oven

Flatware

Place Settings

*\*Refrigerator may not be available at all time*

- Flatware Includes fork, knife and spoon
- Place setting include dinner plates, dessert plates, glasses, coffee cups and bowls. You must request dishwasher if using these.
- You must provide your own table cloths.

You must complete Kitchen Opening and Closing Instructions and sign sheet.

Return Kitchen Manual to Cindy Shriver

Signed: \_\_\_\_\_

Date: \_\_\_\_\_