

Canajoharie Library/ Arkell Museum Event set-up Request

Submitted on _____ by _____

Date of function _____

Have room set-up by _____ AM PM

Event _____

Organization _____

Room (circle one) Great Hall Classroom

Is this a Friday or Saturday night event? (Is maintenance needed the following day for cleanup) YES NO

Added amenities (circle all that apply)

Kitchen Facilities Ice Machine Stage

Projector & Screen Black computer podium Electric podium w/microphone

Memorial Garden Great Lawn Outside Parking Lights ON

Please draw room set up below

Round tables: 8 to a table Rectangle tables: 8 ' long
20 round, 6 rectangular available