

Fr. Ragan Charitable Trust
Columbian Party Center
1783 Moore Rd. PO Box 224
440-934-4253

Request for Use of Hall for KofC Event

Please use this form for reserving any portion of the Knights of Columbus Facility for any Father Ragan Council Event (Quarterly Communion Breakfast, Clam Bake etc.) or Lt. Francis McManus Assembly's (Meetings etc)

Event _____ Date _____

Time From _____ Until _____ Attendees _____

Chairman _____ Phone _____

Facility Requested

- Main Hall
- Small Hall
- Bar **
- Pavilion

Items Needed

Table Cloths.....Plastic _____ Linen _____

Quantity _____ Color _____

Napkins.....Paper _____ Plastic _____

Dishware.....China _____ Plastic _____

Tables.....Round Qty _____ Long Qty _____

Beer.....Number of Kegs _____

Hall Manager's Signature **Date**

The Hall Manager will notify the Chairman of the Event if approval is granted.
**If using the bar please check with the Hall Manager to determine if a temporary Liquor Permit is required.