



Church of the Holy Eucharist

Follow Christ, Love All, Grow Disciples

Hoffman Hall Request

Hoffman Hall, located at the west side of the facility, is available for a reception following a funeral. It has a fire rated capacity of 297 people and has a full commercial kitchen. Coat racks are located in the hall atrium along with handicap accessible restrooms. You may bring your own food or use a caterer. No alcohol may be served.

Name of Deceased: _____

Please check the following items that will be needed for your function:

- Date and time of reception: _____
- Set up time: _____
- Will you be using the kitchen? Yes No
- Will the reception be catered? Yes No

Caterers familiar with our facility: (in alphabetical order)

Best of Show	609 714 1008
Medford Marketplace	609 953 4330
Just between Friends	609 268 5588
Murphy's Market, Tabernacle	609 268 8301
Shamong Diner	609 268 1182
Summit Catering	856 768 8003

- Tables needed (enter number)
 _____ Round tables (for seating - seats 8) _____ Rectangle tables (for food and display)
- Audio Visual Equipment (please check the any needed)
TV VCR DVD player PA System Microphone Movie Screen
- Contact person for reception:
 Your Name: _____
 Phone number: _____
 Email: _____

Please bring this request to your meeting with the Funeral minister.