

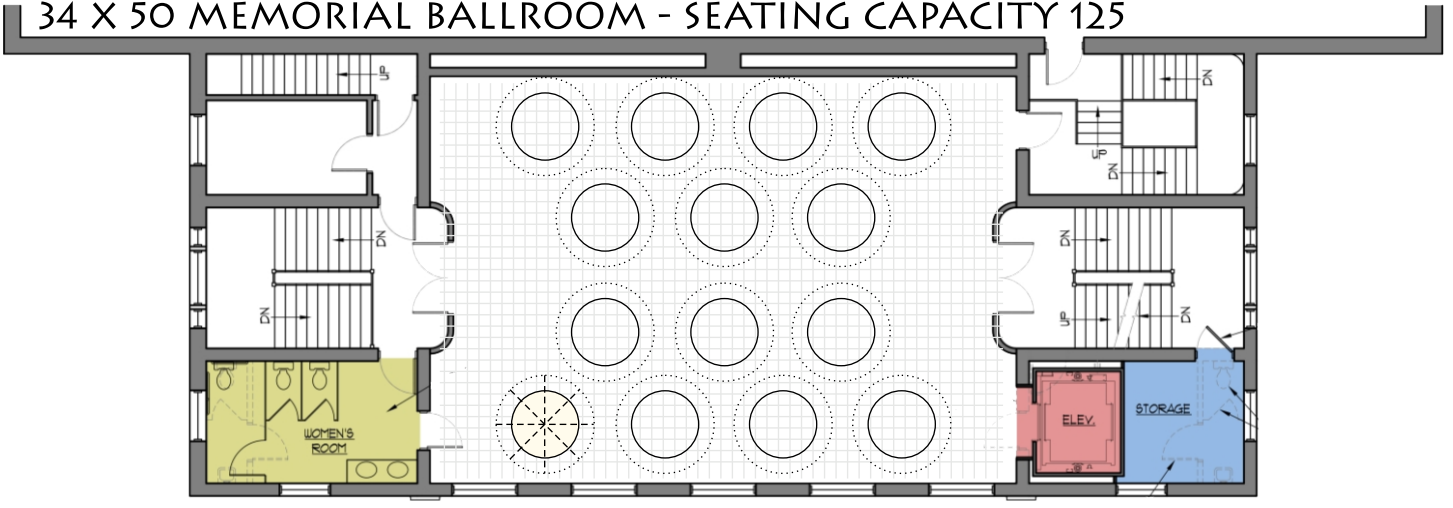
KNOX COUNTY MEMORIAL BUILDING, INC.

112 East High Street | Post Office Box 1001
Mount Vernon, Ohio 43050-1001
740-392-0597 | KnoxCountyMemorialBuilding.org



CIRCA 1896

34 X 50 MEMORIAL BALLROOM - SEATING CAPACITY 125



Public Liability Insurance Policy must be attached.

Event Name _____

Date / Time START _____

MAKE CHECKS PAYABLE TO:

Knox County Memorial Building, Inc.
Post Office Box 1001
Mount Vernon, Ohio 43050

<u>Date</u>	<u>Entrance & Departure Times</u>
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

Date / Time END _____

Anything else?

Number of Guests _____

Tables needed _____

Extra _____
(Head, work, display, DJ, etc.?)

Chairs needed _____

Podium _____

Access to the Kitchen _____

Linens _____

Napkins _____

Table Scarves _____

Centerpieces _____

Serviceware _____