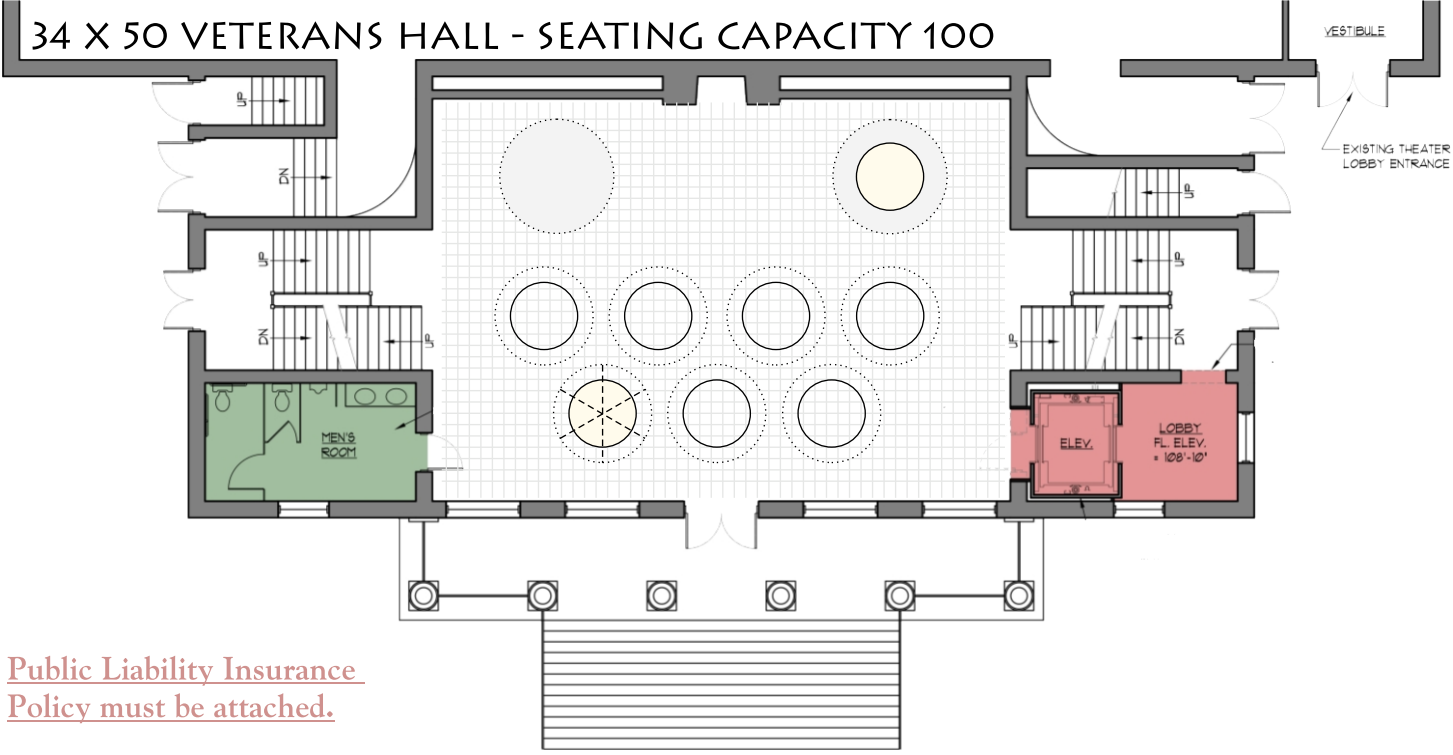


# KNOX COUNTY MEMORIAL BUILDING, INC.

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

## KCMB

CIRCA 1898



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 &amp; 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 \_\_\_\_\_