

CBCM HOSPITALITY DEPARTMENT
REQUEST FORM FOR KITCHEN SUPPLY/EQUIPMENT

1. Please **electronically** submit your request to hospitality.dept@cbcm.org to ensure your needs can be met.
2. Ensure that all kitchen equipment/appliances are returned in good condition and clean. Please contact any Deacon if you have any questions on how to use the items to avoid improper usage which will cause damage.
3. Please inform us if the equipment is damaged.
4. **Kitchen-sink needs to be cleaned after use, serving plates & utensils need to wash and dry.**

Today's Date:	Date/Day of Event:
Requester: Phone:	Start & End Time:
Event Coordinator: Phone:	Name of Event:
Key Holder: Phone:	Sponsoring Department:
Responsible Person : Phone:	

SUPPLY REQUIREMENTS - Indicate quantity needed of each

9"(M) / 10" (Big)Plates	Forks	Tea bags	Table Cover Round
7"(S) Plates	Spoons	Lemonade	Table Cover Square
6" Bowls	Knives	Iced Tea	
8 oz Hot/Cold Cups	Napkins	Table Cover White	

EQUIPMENT/APPLIANCES REQUIREMENTS

Hot Water Boiler	Rice Cooker 60 cups	Punch Bowl Small 8qt/ Big 12qt.
Double Beverage Dispenser 3 gal.ea	Slow Cooker	Hot Water Pot
Cooler 5 gal.	Pitcher	
Insulated Hot Dispenser 2.5 gal.	Thermos small/big (64oz)	

Sponsoring Department Deacon		Hospitality Department Deacon
Note:		Note :

