

Town of Kenneth City

Recreation Contract Instructor Manual



A Safe, Friendly, Small Town

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Come teach with us!

Become a Recreation Contract Instructor

The Town of Kenneth City is currently seeking instructors to offer recreation programs in our community.

As a Recreation Contract Instructor, you will enter into an Independent Contractor Agreement with the Town of Kenneth City that is designed as a 70/30 split. As a Recreation Contract Instructor, you will receive 70% of all course revenue and the Town will retain 30% of the total monies collected from your course. The Recreation Contract Instructor and Town will determine a mutually agreed upon course fee. All registration fees are collected and deposited by the Town of Kenneth City.

What can the Town of Kenneth City offer you as an Instructor?

- The Town has great facilities. We have a Community Hall with full kitchen, meeting rooms, as well as parks available for Recreation courses.
- We accept cash and check only. We offer in person registration for all programs at the Town Hall located at 6000 54th Avenue North Kenneth City, Florida 33709.

Recreation Contract Instructor Manual

Please review the information within this Recreation Contract Instructor Manual to acquaint yourself with the program. The Recreation Contract Instructor Manual is your resource for information on our Recreation Contract Instructor program as well as for instructions on how to apply to become an Instructor with the Town of Kenneth City. The Manual also includes:

Recreation Contract Instructor Application
Recreation Contract Instructor Course Request Form
Facility Setup Form

You may also pick up an Application and Course Request form at our Town Hall located at 6000 54th Avenue North, Kenneth City, Florida.

You can request to have the information faxed, mailed, or emailed to you - please call (727) 498-8948 for information or email us at town57@kennethcityfl.org



General Department Information

The information in this manual is intended for current Recreation Contract Instructors and those who are interested in becoming Recreation Contract Instructors. This manual is a resource of information related to teaching a “fee” class for the Town of Kenneth City.

Mission & Vision

Our mission is:

The Town of Kenneth City envisions the continued development and operation of a park and recreation system which enriches the quality of life for residents and visitors alike, and preserves it for future generations.

And our vision is:

Our staff is dedicated to enhancing the quality of life for our Community members and visitors by enhancing the beauty of the Town and providing innovative recreational programs. We strive to make our Town a more enjoyable place in which to live by providing the public with aesthetically pleasing parks, cultural and recreation programs.

Town Goals

1. Improved environment and quality of life for our citizens.
2. Better response to community and Commission needs.
3. Continuation of programs to stabilize or improve Town operations.
4. Emphasis on employee quality and working conditions.
5. Development of balanced revenue sources.

Teaching & Benefits

Why teach classes for the Town of Kenneth City?

The Town of Kenneth City is a progressive municipal agency committed to improving the quality of life for our residents and visitors by providing recreational and leisure experiences in our community.

What can the Town offer you as an instructor?

The Town of Kenneth City:

- has great facilities. We have a Community Hall with full kitchen, meeting rooms, as well as parks available for Recreation courses.
- accepts cash or check only for payments. We offer in person registration for all programs at the Town Hall, located at 6000 54th Avenue North Kenneth City, Florida 33709.

Program Dates

There are three “Programs” each calendar year: Winter/Spring, Summer, Fall/Winter and Year-Round.

The Program dates vary each year but are approximately:

Winter/Spring	January 1 through May 31
Summer	June 1 through August 31
Fall/Winter	September 1 through December 31
Year-Round	January 1 through December 31

Each program has multiple sessions. Please see current calendar for session dates.

Recreation Contract Instructor Information

How to become a Recreation Contract Instructor

Instructors are hired on a contractual basis. In order to become a Recreation Contract Instructor for the Town of Kenneth City, a potential Instructor must first submit a Recreation Contract Instructor Application and a Course Request Form for each course proposed.

An Instructor Application and Course Request Form is available at the end of this manual. Please complete these forms and return to the Town Hall, 6000 54th Avenue North Kenneth City, Florida. Instructor Applications and Course Requests are accepted year-round. Partially completed Applications and/or Course Requests will not be considered.

Once you have submitted your Application and Course Request Form(s) the Program Coordinator will contact you and serve as your primary point of contact for the processing of your application. The Coordinator will review your paperwork and notify you if your application has been accepted. Once accepted, you must provide the required items listed below before being approved. Once approved, you will enter into an Independent Contractor Agreement with the Town of Kenneth City. Once the agreement is executed, you will be able to offer the approved courses.

Items Required

Before the department can enter into an Independent Contractor Agreement the following documents must be obtained from a potential instructor:

1. A copy of **photo identification** (*Florida Driver's License or Government issued ID card*).
2. A copy of applicable **Business Tax Receipts**. *Any person engaging in, conducting, or managing any business in the Town of Kenneth City is required to first obtain a Local Business Tax Receipt. A business tax receipt must be obtained from the municipality and County where your home or business is located.*

If you reside or operate a business in the Town of Kenneth City, please contact:

Kenneth City Town Hall
6000 54th Avenue North
Kenneth City, Florida 33709
PH: (727) 498-8948 FAX: (727) 498-8841

In Kenneth City, exemptions include certain persons, and persons 65 years or older, with not more than one employee or helper, and who use their own capital only not in excess of five hundred dollars.

3. **Proof of your Corporation and or Fictitious Name status** if applicable. *While corporations must register with the Secretary of State, if you engage in business using any name other than your own, it must be registered under the Fictitious Name Act. It protects both business and the public. The Fictitious Name must be advertised one time in a newspaper in the county where the applicant's principal place of business will be located and proof of publication need not be submitted.*

You may obtain forms for registering your fictitious name from a local newspaper or Fictitious Name Department at (850) 245-6058, or visit www.sunbiz.org. Corporation information is also available at www.sunbiz.org.

4. **Proof of Worker's Compensation and Employer's Liability**, if you have employees. If you are an instructor without employees we will need a **letter stating you are the sole proprietor**.
5. Pay (current cost \$42.50) for and complete a Town of Kenneth City **Background Screening**. No Contract Instructor may teach a class until they have notified by the Program Coordinator that they have cleared this process. This must be redone if there is a break in service of more than 30 days.

6. A **Certificate of Insurance** on a standard ACORD form with the Town of Kenneth City listed as the certificate holder as well as an additional insured with respects to general liability if required (see **Insurance** section). An endorsement naming the Town of Kenneth City, its officers, officials, employees, and volunteers must accompany the certificate of insurance. This endorsement is often referred to as page CG 2011.

Independent Contractor Agreement

The Town of Kenneth City requires that all Independent Contractors who perform a service in/on a Town facility enter into an Independent Contractor Agreement with the Town. The Independent Contractor Agreement form is standard and cannot be altered or changed. Instructors are required to sign three original contracts. One of those originals will be mailed back to the instructor once it has been approved and signed by the department.

How to submit a Course Request Form

A separate Course Request Form is required for each course you wish to teach. Course Request Forms are accepted year-round. Incomplete Course Request forms will not be accepted. Submitting a Course Request Form does not guarantee that the course will automatically be approved.

The forms will be reviewed by the Program Coordinator. Once approved, the terms of the course offering cannot be changed.

Please note, that the Course Request Form will be used to book your room/activity area, provide you with an activity number, and place your course information in our program offerings. Therefore, please be as detailed as possible.

There is no exclusivity to instructors or the courses they teach.

Insurance

As an Independent Contractor for the Parks and Recreation Department, there are a few things you should know about liability and insurance.

The Town is self-insured and therefore is committed to providing safe programs and minimizing liability.

The Town requires all Recreation Contract Instructors, offering any activity or program which requires physical involvement with the risk of liabilities due to injury and/or property damage, provide commercial general liability insurance which shall not be less than \$1,000,000 per occurrence and a \$2,000,000 general aggregate. The cost for this coverage is the sole responsibility of the instructor. You are free to shop around for the best coverage at the best price.

The Town Risk Manager has the final say in determining if an activity or program requires liability insurance.

Your contract with the department is as an instructor of a specific class or program. It does not in any way provide insurance coverage for you as an independent contractor. Therefore, if a liability claim occurs against you and the Town (and/or the department), you will be responsible for defending yourself, and potentially for paying a claim brought against you.

Class Fees

All Recreation Contract Instructors set their class fees. The Program Coordinator will provide assistance on current market conditions. The instructor and the department will determine a mutually agreed upon course fee. The department reserves the right to approve all class fees.

Supply Fees

Any supplies needed for a class will be the responsibility of the instructor and must be pre-approved by the Program Coordinator. If supplies are to be obtained by the student, it will be the responsibility of the instructor to provide a supply list with the Course Request form. If a supply fee is required for each student, the instructor must provide this information on the Course Request form so they may be approved and published with the

program. The supply fees are to be paid at the first class meeting and directly to the instructor. Supply fees that are not published in the program guide may not be collected. The Town of Kenneth City will not collect supply fees on behalf of the instructor. Supply fees are not subject to the revenue split.

Responsibility of the Renter

The renter is responsible for the **actions of their guests** and their guest's compliance with all applicable rules, regulations, laws and ordinances while on Town property.

THE DIAS AND PLATFORM AREA ARE NOT TO BE USED AT ANY TIME. There will be **NO EXCEPTIONS** to this policy. Should staff discover at any time during the rental that this area is being used, or has been used, the contract **WILL BE TERMINATED**.

Cameras at Town facilities may be used to view events and functions as they occur. If needed, recorded footage will be reviewed to determine compliance with Town policies, procedures, ordinances and laws.

All rental parties must be prompt in arriving and departing the facility within the stated rental period.

It is the responsibility of the renter to submit a completed **Facility Setup** form at least 14 days prior to rental date. If the set-up form is not submitted, the room will not be set up prior to the rental time. Tables, chairs and equipment available are listed on the setup form. Tables, Chairs, and/or equipment other than those provided by the Town of Kenneth City, whether rental or privately owned, must be pre-approved in writing at least seven (7) days prior to the rental date and may require insurance.

The renter is responsible for **replacing missing or damaged equipment or repairing any damages** to the building or equipment.

No tape, pins, staples, nails or other **fastening devices** may be used on structural surfaces at any Town facility. All **table decorations** must be flame retardant and colorfast. Candles are not allowed in Town facilities. No open flames are permitted. Exception: ceremonial/religious purposes (i.e. unity candle for wedding ceremonies – **MUST BE SECURED**) approved from the Fire Department in writing prior to the event.

The throwing or use of rice, confetti, or glitter is not permitted inside or outside of any facility.

Maximum capacity limitations shall be maintained at all times. There is a **maximum of 60 people** allowed in the Community Hall. An increase in the maximum capacity allowance must be approved by the Building and Fire Departments in writing at least seven (7) days prior to the event.

Interior wall coverings (draperies, decorations, etc.) must be fire retardant (Class A or B) and be approved by the Town Manager prior to event date.

No decorations shall block the operation of the fire sprinkler or fire alarm devices.

Decorative material including, but not limited to, cotton, hay, paper, straw, moss, split bamboo and wood chips shall be flame-retardant treated to the satisfaction of the Fire Department. Materials that cannot be treated for flame retardancy shall not be used.

Refund of Deposit

If the facility is clean and damage free with no violations of Town policies or ordinances, and the below listed items have been followed, the **deposit** will be returned by the Town within two weeks of the rental date. Deposits paid by check, cash, or money order will be returned by Town check. The refund will be made payable to and

mailed to the person listed on the Rental Agreement Contract. No exceptions.

Refunds

The Town of Kenneth City's refund policy reads as follows:

Program fee refund requests must be received seven (7) days prior to the first day of the program, except for illness or family emergencies, in which case, proof must be provided, and the written refund request must be received within seven (7) days following absence.

Refund requests cannot be processed for one-time programs, trips, ticket sales, or special events. Program fees are not refunded/ prorated for participants who miss portions of programs. Daily refunds are not available.

Refunds for supplies paid directly to a contract instructor will be the responsibility of the instructor.

The Town of Kenneth City reserves the right to cancel, postpone, or combine programs, or change instructors to best provide service. In the event the Town cancels any program, a full refund will be issued.

Notification of the refund request and/or reservation cancellation must be in writing and submitted to the Town Hall administrative office.

The Town will not withhold money for social security or federal income tax. Annual payments to a Recreation Contract Instructor from the Town in excess of \$600 will be reported to the Internal Revenue Service. It is the instructor's responsibility to satisfy any taxes due in an appropriate manner.

Course Information

Registration

The Town shall be responsible for and have complete control over the registration of participants. Under no circumstances is an instructor to accept payments, except for pre-approved supply fees.

Registrations are processed on a first come first serve, Town Residency priority basis by the department. No registrations may be taken by an instructor. All participants must pre-register with the Town before being allowed into any class/program. It is the instructor's responsibility to ensure all participants are registered and fully paid prior to attending class.

Course Scheduling

Instructors are responsible for submitting class schedules through the Course Request form. Staff will attempt to accommodate Instructor's schedule requests.

The Town of Kenneth City observes the following holidays. Please keep in mind that these holidays may affect your class schedules.

Council Meetings (2nd and 4th Wednesday of every month)
New Year's Day
Dr. Martin Luther King Jr. Day
President's Day
Memorial Day
Independence Day

Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day after Christmas

Absences, Substitutes, Cancellations

If an instructor is ill or unable to meet with their class, the instructor must notify the Town soon as possible but no later than noon the day of the event. It is the instructor's responsibility to notify students of a course cancellation of this nature.

If an instructor has made arrangements for a substitute the Town must be notified no later than noon prior to the start of class. All substitutes must have an approved application on file, must provide proof of insurance coverage, and must have paid, completed, and passed a background screen before performing services at any Town facility.

The Town reserves the right to cancel, combine, or divide courses; to change the time, date, or place of courses; to change the instructor; and to make other changes which become necessary to ensure a quality experience for the participants. Classes without minimum enrollment will be cancelled or combined. If the activity or class is cancelled by the department, the department will issue a refund and inform the instructor and students of the cancellation.

Course Times

Instructors are responsible for providing instruction for the specified number of hours agreed upon and advertised.

Facility Usage

Classes are held in various locations throughout the Town.

All Recreation Contract Instructors using Town facilities will be allowed to set up their rooms/ activity area 15 minutes prior to the beginning of class/program activities. The instructor must always leave the room/activity area in the condition in which it was found. This means cleaning up any materials (art supplies, paper, etc.) and replacing any furniture and/or equipment back in its original location after the class/program ends. All facilities have Town staff assigned to open and close the facility.

If staff is not present to open or close, the instructor should contact the facility's supervisor (their name and number will be provided on your attendance sheets).

Instructors may not use any Town owned property including copy machines, fax machines, computers, materials, and/or equipment without prior written approval of the Program Coordinator. Plan to have all equipment, materials, and copies provided at your expense.

Accident and Incident Reports

All accidents and incidents, no matter how minor they appear, should be reported. If an accident occurs in your class, please act calmly, promptly, and efficiently and take care of the situation.

Notify a Town of Kenneth City staff member on duty immediately. They will be responsible for preparing the incident report.

Emergencies

Town of Kenneth City Police- 911 Address: 4600 58th Street North Kenneth City, Florida 33709

Fire Alarm/Bomb Threat

- Clear the area in an orderly manner, use course roster to account for all participants.

- Do not re-enter the building until appropriate personnel give you permission to do so.
- In case of evacuation where participants are unable to return to the building, make sure participants under 18 years of age are held in a safe area until a parent/guardian can pick them up.

Medical Emergency

- Locate a phone and dial 911.
- Certified individuals should administer immediate First Aid.

Americans with Disabilities Act (ADA)

The ADA is federal legislation, which gives civil rights protection to individuals with disabilities similar to those rights provided to individuals based on race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services and telecommunications.

It is the policy of the Town of Kenneth City to fully comply with the provisions of the ADA and to make reasonable accommodations to individuals with vision, or hearing impairments or other disabilities so that they can have an equal opportunity to participate or benefit.

Harassment in the Workplace

The Town of Kenneth City strives to maintain a quality working environment for all employees and has a policy against sexual, ethnic, racial, or religious harassment. It is the policy of the Town to take affirmative action to prevent undesirable conduct, inasmuch as possible, and to deal with infractions in a fair, impartial and speedy manner. All violations will be addressed on a case-by-case basis. In those instances where a violation has been proven, swift administrative action will result.

Child Abuse

All contractors are legally required to report questionable bruises or marks that are repetitious and obvious to them. Likewise, should a child indicate to a contractor that abuse, either physical or sexual, is happening to them, it is their obligation to report the discussion to the Town of Kenneth City staff.

Marketing Your Course

Promoting your classes

If you have a flyer promoting your class, please share with the Program Coordinator so that we can share on Facebook and throughout the Town.

Special Events

The Town of Kenneth City offers many special events throughout the year. Contact the Program Coordinator if you would like to be a part of these events.

Promotion by the Town of Kenneth City

The Town of Kenneth City will place your flyers, and/or course information in facilities.

Stay Connected

A lot happens throughout the year so stay connected to the Town of Kenneth City by ensuring we have your current email address and phone number.

For more information on the Town of Kenneth City please call (727) 498-8948, email us at town57@kennethcityfl.org, or visit us at www.kennethcityfl.org





Town of Kenneth City Contract Instructor Application

6000 54th Avenue North • Kenneth City, FL 33709 • (727) 498-8948 • Fax: (727) 498-8841 • town57@kennethcityfl.org

Date: _____

Applicant Information

Last Name:	First Name:	M.I.:
Street Address:		
City:	State:	Zip Code:
Email Address:		
Home Phone #:	Cell Phone #:	
Are there any medical conditions that we should be aware of or that may prohibit you from performing your duties as a Recreation Contract Instructor? Do you require any ADA accommodations to perform your duties as a Recreation Contract Instructor?		

Emergency Contact

Name:	Relationship:
Home Phone #:	Cell Phone #:

Class Information

Proposed Classes:	
Have you taught this class before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please fill out information below.	
Business/Organization:	Dates:
May we contact them as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone #:
Business/Organization:	Dates:
May we contact them as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone #:
Business/Organization:	Dates:
May we contact them as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone #:

Education

High School		Address	
From	To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
College		Address	
From	To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
Other		Address	
From	To	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree

References (please list three professional references)

Full Name		Relationship
Company		Phone #:
Address		
Full Name		Relationship
Company		Phone #:
Address		
Full Name		Relationship
Company		Phone #:
Address		

Related Employment

Name of Company		Supervisor
Address		Phone #:
From	To	May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Responsibilities		
Job Title		Reason for Leaving
Name of Company		Supervisor
Address		Phone #
From	To	May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Responsibilities		
Job Title		Reason for Leaving

List below all offenses against the law (to include traffic offenses) where you were found guilty, where charges are pending adjudication, where you pled guilty or nolo contendere, where adjudication was withheld, or where you were placed on probation or a supervised program. You do not have to list charges that were dropped or of which you were found innocent. Criminal convictions are not an automatic bar to provide contract services and will only be considered in relation to the services for which you are applying. However, omissions or deceptive statements may disqualify you from providing services for the Town of Kenneth City.

Date	Charge	City/County/State	Disposition

YOU MUST PASS A BACKGROUND INVESTIGATION TO BE ACCEPTED AS A RECREATION CONTRACT INSTRUCTOR.

Recreation Contract Instructors are contracted with the Town of Kenneth City to provide instruction for specialty recreation activities, and are therefore not employees of the Town of Kenneth City. Recreation Contract Instructors shall be dismissed at any time if the department finds their instruction to be inadequate or their behavior, attitude, or appearance to be unacceptable. Please attach any additional information about yourself that would further explain your desire to be a Recreation Contract Instructor.

I certify that, to the best of my knowledge and belief, all statements made herein or attached hereto are true, complete, and accurate. I understand and agree that any incorrect statements or omissions of material facts herein may cause forfeiture on my part of all rights to contracting with the Town of Kenneth City. I authorize the Town of Kenneth City to investigate any of the information provided by me. I also authorize the previous employers, persons, and references named or any other person named to give any and all information regarding employment, scholastic records, together with all other job-related information that may or may not be on record. I release all individuals who provide information to the City from all liability regarding the use of such information.

Applicant Signature

Date

***Applications are the property of the Town of Kenneth City
and are subject to the Public Records Law.***

Office Use Only

Received Date: _____

Application Approved: Yes No Date: _____

Background Passed: Yes No Date: _____

Course Request Form Attached: Yes No



Town of Kenneth City

Course Request for Instructors

A separate Course Request Form is required for each course you wish to teach. Course Request Forms are accepted year-round. Incomplete Course Request forms will not be accepted. Submitting a Course Request Form does not guarantee that the course will automatically be approved and/or added to the Program Guide. There is no exclusivity to instructors or the courses they teach.

Please print and complete entire form.

Instructor's Name:	
Business/Organization:	
Address:	
Phone Number:	Cell Phone Number:
Email Address:	
Web Address:	
Checks should be made payable to: <input type="checkbox"/> Instructor <input type="checkbox"/> Business/Organization	

Please select the Session Dates you are interested in teaching this course:

Year around Jan. 1 – Dec. 31 <input type="checkbox"/>	Winter/Spring Program Jan. 1 – May 31 <input type="checkbox"/>	Summer Program June 1 – Aug. 31 <input type="checkbox"/>	Fall/Winter Program Sept. 1 – Dec. 31 <input type="checkbox"/>
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Course Title:
Detailed Course Description (weekly course outline, lesson plan, pre-requisites, dress requirements):
Course Objectives:
Learning Outcomes (What will the participant learn? What are the benefits of taking this class?):

Please give us a five-sentence description of your program that will appear in the Program Guide (be creative):

Participant Target Age Group: _____

Class Session Length: 1 Day 2 Days 4 Weeks 5 Weeks
 6 Weeks 8 Weeks Other: _____

Class will be held: Once a week Twice a week 3 times a week Other: _____

Course Fee \$ _____

Is there a Supplies Fee? Yes No (should **not** be included in the course fee)

If yes, what is the Supplies Fee \$ _____. What supplies are included in the fee? _____

If no, what supplies are participants required to have? _____

Is there any additional cost to the participants? Yes No If yes, describe in detail.

Minimum # of participants per class: _____ Maximum # of participants per class: _____

Type of Facility Needed: _____

Desired Location(s): _____

Registration will be managed by the Town of Kenneth City and all fees will be paid to the department for all approved courses. Submitting a Course Request Form does not guarantee a course will be added to the program or location of choice. Courses should be submitted at least 4 weeks prior to course start date. There is not exclusivity to instructors or the courses they teach. The Town of Kenneth City provides for payment after receipt of services and advance payments are not allowed. Instructor will receive payment based on the number of participants enrolled at the time of payment process has begun minus the number of refunds provided. No courses will be offered without approval through the Town of Kenneth City and locations are not guaranteed. Please review the entire Recreation Contractor Instructor Manual for all rules and guidelines.

Instructor's Name (please print): _____ Phone #: _____

Company Name (if applicable): _____

Instructor's Signature

Date



Town of Kenneth City Facility Setup Form

Date(s) of Hall Rental: _____

Times:

Start Time: _____

End Time: _____

Setup by: _____

Take Down: _____

Event Category:

Please circle

Corporate Party
Meeting

Birthday/Retirement Party
Reunion

Wedding
Other: _____

Expected Attendance (**Maximum of 60**): _____

Will you need access to the kitchen? Yes _____ No _____

- Refrigerator Yes _____ No _____
- Warming oven Yes _____ No _____
- Stove/Oven Yes _____ No _____

A. Audio/Visual and Media Services

The Town of Kenneth City is able to provide limited rental audio usage equipment though use of the Town lectern or podium. Additional regulations will apply.

B. Room Setup

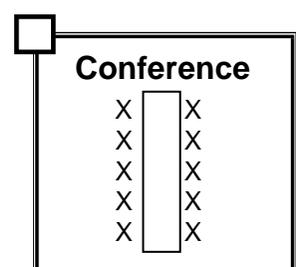
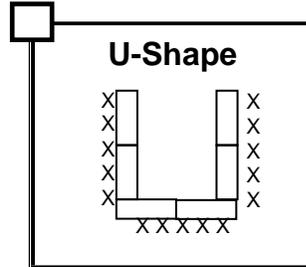
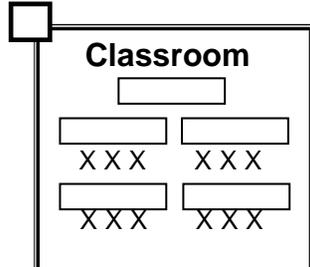
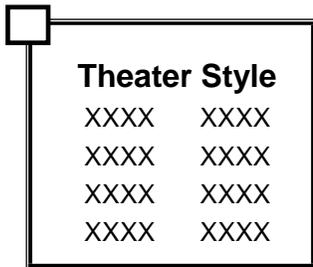
Equipment Needed

_____ 8 ft. tables

_____ Chairs

_____ 3 ft. square card tables

Please choose one of the following types of room setups or attach a diagram. When creating diagrams for the Community Hall, keep in mind the Town lectern or podium.



Number of Rows: _____

Number of Tables: _____

Chairs Per Row: _____

Chairs Per Table: _____

C. Special Accommodations/Requests
