



Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Type of Function: \_\_\_\_\_

No. of Guests: \_\_\_\_\_

Open Center at: \_\_\_\_\_

Function Starts at: \_\_\_\_\_

Function Ends at: \_\_\_\_\_

Band/DJ: \_\_\_\_\_

Caterer: \_\_\_\_\_

Florist: \_\_\_\_\_

Photographer: \_\_\_\_\_

Cake: \_\_\_\_\_

Comments: \_\_\_\_\_

Manager: \_\_\_\_\_

Ceremony time: \_\_\_\_\_ at: \_\_\_\_\_

\_\_\_\_\_ 72" Rds of \_\_\_\_\_

\_\_\_\_\_ Extra 72" Rd

\_\_\_\_\_ 48" Rd

\_\_\_\_\_ 6 Ft

\_\_\_\_\_ 8 Ft

\_\_\_\_\_ 30" Bistro

\_\_\_\_\_ Card Tables

\_\_\_\_\_ Extra Chairs \_\_\_\_\_ Podium

\_\_\_\_\_ Tablecloths \_\_\_\_\_ Microphone

\_\_\_\_\_ Bar \_\_\_\_\_ Piano

\_\_\_\_\_ Keg Coolers \_\_\_\_\_ TV

\_\_\_\_\_ Tree Lights \_\_\_\_\_ Law Enf.

Table Inventory: 30-72" rnd, 8-48" rnd, 5-6', 8-8', 4-30" bistro rnd

Chair Inventory: 250

Coordinator: \_\_\_\_\_

Point of Contact & Phone # \_\_\_\_\_

Rental Company: \_\_\_\_\_

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

