



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', 3-30" bistro rnd

Chair Inventory: 250

Coordinator: _____

Point of Contact & Phone # _____

Rental Company: _____

Renter Signature: _____ Date: _____

