



Ceremony Time: _____ at _____

Name: _____

Phone #: _____

Type of Function: _____

No. of Guest: _____

Open Center at: _____

Function Starts at: _____

Function Ends at: _____

Band/DJ: _____

Caterer: _____

Florist: _____

Photographer: _____

Cake: _____

Comments: _____

_____ 72" RD of _____ # of Chairs

_____ Extra 72" RD

_____ 48" RD _____ Extra Chairs _____ Podium

_____ 6' FT _____ Tablecloths _____ Microphone

_____ 8' FT _____ Bar _____ Piano

_____ 30" RD Bistro _____ Keg Coolers _____ TV

_____ Card Tables _____ Tree Lights _____ Law Enf.

Table Inventory: 30-72"RD, 8-48"RD, 5-6'FT, 8-8'FT, 3-30"RD BISTRO

Chair Inventory: 250

Coordinator: _____

Point of Contact & Phone #: _____

Rental Company: _____

Manager: _____ Renter Signature: _____ Date: _____