



Ceremony time: _____ at: _____

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: _____

_____ 72" Rds of _____

_____ Extra 72" Rd

_____ 48" Rd

_____ 6 Ft

_____ 8 Ft

_____ Card Tables

_____ Extra Chairs

_____ Tablecloths

_____ Bar

_____ Keg Coolers

_____ Tree Lights

_____ Podium

_____ Microphone

_____ Piano

_____ TV

_____ Security

(Inventory: Tables: 30-72" rnd, 5-48" rnd, 5-6', 4-8'; (

Decorate: _____

Point of Contact & Phone # _____

Vendor: _____ Rental Items: _____

Renter's Initials: _____ Date: _____ Time: _____