

EVENT CHECKLIST



PLEASE COMPLETE AS MUCH AS POSSIBLE	
Your Name:	
Purpose of Event/Event Theme:	
Contact Number:	
Email:	
Proposed Date of Event:	
Hours of Event:	
Number of Guests Expected:	
Will you need full use of house, including bedrooms or main floor only?	
Will you be providing food?	
Name of Catering Company: (if applicable)	
Will you have music? If so, please explain - DJ, band, etc.	
What will you need in terms of logistics? i.e. WiFi, power, if catered, will you need use of kitchen?	
Will you have a clean-up crew or do you need us to clean?	
Deposit will be:	\$300 minimum (rate based on use of property) <i>Deposit is due upon reservation and will be returned with cancellation notice of 30 days prior to Event Date</i>
Venue Cost will be:	\$250 for main floor (excluding Master BR/bath) \$500 for full house (excluding Master BR/bath) <i>Venue payment is due 45 days prior to Event Date and will be refunded if cancelled for any reason</i>
Any Questions for Us?	