

## HALL RENTAL CHECKLIST

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

Type of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Time Hall is needed for prep/decoration \_\_\_\_\_

No. of Guests \_\_\_\_\_ Number of round tables \_\_\_\_\_

No. of people at head table (s) \_\_\_\_\_ Set up on STAGE or FLOOR

(including Bride/Groom)

No. of banquet tables needed for set up details: \_\_\_\_\_

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Using: PA System Stereo Podium (circle)

Caterer: \_\_\_\_\_ Time Arriving \_\_\_\_\_

Entertainment \_\_\_\_\_ Time Arriving \_\_\_\_\_

Entertainment set up on Stage or Floor (circle)

Cake Decorator: \_\_\_\_\_ Time Arriving \_\_\_\_\_

Cake set up details: \_\_\_\_\_

Beverages being delivered: \_\_\_\_\_ Time Arriving \_\_\_\_\_

Dropping off decorations ahead of time? \_\_\_\_\_ Time Arriving \_\_\_\_\_

Ordering: Linen white or ivory Skirting white circle

Set Up Details: \_\_\_\_\_

Any Additional Information: \_\_\_\_\_