

Grand Hall Questionnaire

We understand that details may change prior to the event and there may be more questions. 10 days prior to your event all details will be finalized. Your event is not booked until a deposit of **\$2,000.00** is paid along with a signed contract. jamie@venturecatering.com

1. How did you hear about The Grand Hall? _____
2. Type of Event? _____
3. Date of Event? _____ Is this date flexible? _____
4. Point of Contact Name: Only one name: Use the name you will sign the contract with. _____
5. Phone Number: Only one _____
6. Email: Only one _____
7. Number of Guests? _____ (The Hall seats 500 guests)
8. Start Time: of when guest arrive? _____
9. End Time of Event? _____ END TIME FOR ALL EVENTS IS 2:00AM

DJ, Bands, Bar, LED 3 D Dance floor Close at 1:30AM Decorators must be at hall half before end of the event time. The Grand Hall must approve all renters' third-party vendors if not on the website preferred list. This is done in writing only!

11. Are you serving alcohol? Yes or No. Please see our bar staff policy SOP on the website.
12. Start Time of Bar? _____ End Time: _____ Bars close at 1:30am Bar can be open 7.5 hours maximum.
13. Do you have, Circle each if you have: DJ? Photo Booth, Band, Lighted LED Dancefloor, ?

IF YOU USE THIRD-PARTY CHAIRS, YOU WILL NEED TO MOVE THE GRAND HALLS CHAIRS TO STORAGE WE WILL MOVE THEM FOR A CHARGE OF \$300.00.

14. Who is your decorator? _____ What time will they begin decorating? _____
Day before set-up is \$300.00.
15. Meeting request Saturday & Sunday: 9:00am to 2:00pm: _____ Date: _____
16. If you want to have a practice dance, if date and time is available is \$100.00

Hall Rental Fees: Monday–Tuesday \$2,500 Wednesday-Thursday-\$3,500 Friday-\$4,000 Saturday-\$5,000 Sunday-\$4,000

***Additional Deposit: There is a Security/Damage/Cleaning/Decoration/ Hall Polices, **Damage Deposit of \$800.00**. This is refundable if there are no property damage, **excessive cleaning** (the renter is responsible for cleaning duties, see policy page on our website).**

There are no discounts.

**Service Package: \$1,500
If Renter's Bring Your Own Alcohol: \$500.00
Total \$2,000**

Bands, DJ's, Bar, Photo Booth, Lighted LED Dance Floor close ½ hour before end of event time. Any products and services by any third-party vendors end ½ before end time. Decorator must be at the Hall ½ hour before end time and clean.