

RENTER DAY OF EVENT TIMELINE

Please return this worksheet 10 business days before your event.

NAME OF RENTER _____ PHONE NUMBER? _____

DATE AND DAY OF EVENT? _____

WHAT TIME DO YOU WANT THE DOORS OPEN FOR DECORATORS? _____

NAME OF DECORATOR? _____ PHONE NUMBER: _____

DECORATORS AND VENDORS MUST BE AT END TIME! DECORATORS AND VENDORS MUST REMOVE THEIR TRASH DURING THEIR SET UP AND AFTER THEIR EVENT PLEASE! OR YOU WILL BE CHARGED FOR THIS SERVICE OF CLEANING UP AFTER THEM!

WHAT TIME DOES PARTY BEGIN? _____ WHAT TIME DOES PARTY END? _____

WHAT TIME DOES ALCOHOL BAR OPEN? _____ WHAT TIME DOES BAR CLOSE? _____

WHAT TIME IS DINNER SERVED? _____

IF YOU WANT BUSSERS CALL KARLA'S CREW: 317-293-9489

RENTER'S CLEANING DUTIES: Removal of all trash during and after the event. Removal of everything on top of tables, any sizable items on the floors during and after the event. All appropriate items must be placed in trash cans in various areas and taken to the dumpster. **Roll the trash** can to dumpster! **DO NOT** drag trash bags to the dumpster. The renter is responsible for following the posted cleaning policies for the kitchen, follow up with your caterer, and the decorator. The renter will be charged for extensive cleaning by our crew if the renter does not complete hall cleaning, see that your vendor cleaning is done and caterers cleaning kitchen duties done properly.

BAR, BAND, DJ'S, PHOTO BOOTH , RENTED LIGHT DANCE FLOOR, END 1/2 HOUR BEFORE PARTY END TIME.

WE ARE NOT RESPONSIBLE FOR ANY THIRD-PARTY VENDORS. IF YOU USE THIRD-PARTY CHAIRS, YOU WILL NEED TO REMOVE THE GRAND HALL CHAIRS TO STORAGE OR THERE IS A \$300.00 CHARGE.

FROM POLICY PAGE: RENTER BRINGS OWN ALCOHOL BEVERAGES:

You must use our bartender. We reserve the right to refuse alcohol service to any person. We supply Ice, Set-up, Un-packaging, Icing product, Tear down, Repackaging. Renter brings all necessary glassware/plastic cups, napkins, mixers, and garnish for the drinks being offered. **No water or soft drinks are served from the bar.** Must be 21 to Drink Responsi-bly! Do Not Drive If Impaired! PLEASE REFER TO THE SOP DOCUMENT BAR STAFF SOP ON THE WEBSITE.

NUMBER OF TABLES # _____

NUMBER OF CHAIRS PER TABLE# _____