



Return form to [smcraepvp@gmail.com](mailto:smcraepvp@gmail.com) or [mdoddpvp@gmail.com](mailto:mdoddpvp@gmail.com)

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

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Name of Venue: \_\_\_\_\_

Event Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Non-Profit: \_\_\_\_\_ For Profit: \_\_\_\_\_ Corp: \_\_\_\_\_ Private: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

**\*There is a 4 hour minimum charge for services**

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Early Set up: \_\_\_\_\_ Take down: \_\_\_\_\_

Type of Event: \_\_\_\_\_

On-site parking:  Yes Number of spaces: \_\_\_\_\_  No

**\*Parking means "Number of spaces allowed/open to valet parking ONLY".**

**FOR INSURANCE PURPOSES WE MUST BE ABLE TO BLOCK AREA OFF FOR VALET ONLY.**

Parking lot address (if different location): \_\_\_\_\_

**\*NOTE: if parking is more than 2 blocks away, the number of valets needed will increase or valet shuttle service will be required.**

**EXTRAS:**

UBER/LYFT Lane \_\_\_\_\_ Concierge: \_\_\_\_\_ Coat Check: \_\_\_\_\_

Way Finder: \_\_\_\_\_ Greeter: \_\_\_\_\_

**HOW DID YOU FIND US?** \_\_\_\_\_