

**Conferences | Reunions**  
**Quinquennia | Weddings**  
**Receptions | Corporate | Festivals**

www.thegrandhallatwestlake.com

**Grand Hall Questionnaire**

Please answer the below questions, and email back to us. We will meet with you to go over your event! Please note that we understand that details may change prior to the event and there may be more questions.

**Your party is not booked until a deposit is made with a signed contract. HAVE A GRAND DAY!**

Rates are based on: Month, day of event, type of event, hours of the event, areas needed inside or outside of the hall, and scope of services for the event.

1. Type of Event \_\_\_\_\_
  2. Day of Event \_\_\_\_\_
  3. Date month of Event \_\_\_\_\_
  4. Contact Name (Only One) \_\_\_\_\_
  5. Phone Number \_\_\_\_\_
  6. Email \_\_\_\_\_
  7. Number of Guests? \_\_\_\_\_
  8. Start Time and End Time of Event? \_\_\_\_\_
  9. You can Bring your own Alcohol. We provide ice. Start Time and End Time of Bar? \_\_\_\_\_
- MUST USE HALL BARTENDER\***
10. Who is your caterer? \_\_\_\_\_ You can use your own caterer.
  11. Do you need the stage? \_\_\_\_\_
  12. Do you have a band? Y/N
  13. Do you have a DJ? Y/N
  14. Who is your decorations vendor? \_\_\_\_\_ Decoration policies will be discussed at meeting.  
Please see our website for decoration policies.
  15. Meeting request Sunday 11:00am—2:00pm \_\_\_\_\_

**Please refer to the website for frequently asked questions and policy page.**

Please provide us with any questions below:

**Please review floor plan on our website.**

**Phone: 317-884-1940      317-863-3300**