

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. Date of Event _____

3. Contact Name (Only One) _____

4. Phone Number _____

5. Email _____

6. Number of Guests? _____

7. Start Time and End Time of Event? _____

8. You can Bring your own Alcohol. Fee Applies Start Time and End Time of Bar? _____

MUST USE HALL BARTENDER*

9. Who is your caterer? _____ You can use your own caterer. Kitchen fee applies

10. Do you need the stage? _____

11. Do you have a band? Y/N

12. Do you have a DJ? Y/N

13. Who is your decorations vendor? _____ Decoration policies will be discussed at meeting.

Please see our website for decoration policies.

14. Meeting request Saturday 11:00am _____

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

Base Price for the rental of The Grand Hall begins at \$4,000 for a Saturday. All fees and services will be discussed at the meeting.

Please provide us with any questions below:

Please review floor plan on our website.