

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? _____ Date of Event? _____ Is this date flexible? YES / NO
 3. Point of Contact Name: Only one name: Use the name who will sign the contract. _____
 4. Phone Number: Only one _____ Email: Only one _____
 5. Number of Guests? _____ (The Hall seats 500 guests)
 6. Start time of when guest arrive? _____ End time of event? _____
- DJ, Bands, Bar, 3 D Dance, ALL VENDORS Close at 1:30AM Decorators must be at hall at end of the event time.
7. What time will be decorating began? _____
 8. Is this a private event by invitation only or an open the public event?
 9. Will you be selling tickets to enter the event?
 10. If you are **selling/charging money** for alcoholic beverages to your guests or to the public? Copy of permits required.
 11. Your Alcohol? Yes or No. Start of Bar? _____ End Time: _____ Bars close half hour before end time of event. **MUST USE HALL BARTENDERS! All alcohol is served from the main bar, no self-serve.**
 12. What time is dinner served? _____
 13. Would like Audio Visual Equipment usage? Yes/No \$100.00
 14. Mandatory Party Help \$25.00 per hour, per busser, minimum of 6/8 hours per helper. Exclusive party help. Deny's Crew 317-340-3450
WE DO NOT TABLE BUSS OR CLEAN REAL CHINA, GLASSWARE OR SILVERWARE.
 15. Meeting request Saturday:10:00am to 3:00pm: _____ Date: _____

Your Rental & Service Includes: Kitchen use day of event, staff, tables, blue chairs, set-up, bathroom supplies, tear down, day of event 6:00am available for decoration and set-up and bringing products into the hall, bathrooms attended, Wi-Fi, insurance, licensing, event operations, vendor coordination, ice, bar set-up, and event supervisor. Events include the bride's suite, coat room, bathrooms, trash dumpsters, grease barrel, parking for 500, parking for vendors, picnic area, fixed bar, dance floor and stage. Chairs are included for up to 500 guests along with 20 8ft. rectangle tables, (50)-72-inch round tables and (2) 28-inch cake tables, trash cans on rollers and trash bags are provided.

Rental and Service Per Event \$4,200 to \$6,800 depending on the day of the week.

***Additional Deposit: There is a Non-Cleaning/Decoration/Damage/Hall Polices **Deposit of \$1000.** Refundable if there is no damage, or **excessive cleaning** by our staff at the end of your events.**

Dance Floor: You Must Use The Grand Hall's exclusive provider of the 3D dance floor!
Chairs: You Must Use The Grand Hall's exclusive provider of chivari and garden chairs.
Party Help: MANDATORY You Must Use The Grand Hall's exclusive provider of party help.
Alcohol Vendors: Must have all licenses, permits and insurance naming The Grand Hall as the third party.

Alcohol is served from The Grand Hall bar only; NO self-serve alcohol is allowed on tables.