

Grand Hall Questionnaire

We understand that details may change prior to the event and there may be more questions. 30 days prior to your event, all details will be finalized. This form which outlines the date, approximate guest count, approximate timeline and minimum costs enables us to understand the elements of your event. It's very common for details regarding timeline, guest count and other pertinent information to change.

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? _____ Name _____ Email _____
 8. Is this a private event by invitation only or an open to 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. **Bring Your Own Alcohol?** Yes / No Start of Bar _____ End Time: _____
Bars close half hour before end time of event.
All alcohol is served from the main bar only. You must use our bartenders to serve your alcohol.
 12. What time is dinner served? _____
 13. Would like Audio Visual Equipment usage? Yes / No
 14. Meeting request Saturday:10:00am to 3:00pm: _____ Date: _____

***Additional Deposit Fee: \$800.00 There is a Lack of Cleaning by the renter and Hall Damage Deposit. Refundable if there is no damage, or excessive cleaning by our staff at the end of your events. RENTER is responsible for all table trash, floor trash, trash removal to the dumpsters, kitchen cleaning and anything done outside the hall.**

We highly request and suggest that you hire party help to assist you with these duties so that you do not put your refundable deposit at risk. Denny's Crew 317-340-3450. Or secure your own bussers.

Rental Fee based on the day of the week: Starting at \$3,300 to \$5,800.

From the brief description provided above you have an estimate of what your cost will be. The \$800 is not included in the base rental fee and service fee. You will want to arrange a time to visit the facility and meet one of our sales representatives to help you book your event. Following your visit, and informing us of the details regarding your event, we will be able to provide you with total cost of your event in a contract document.