

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 enables us to understand the elements of your event. It is quite common for details regarding timeline, guest count and other pertinent information to change.

Type of Event? _____ Date of Event? _____ Is this date flexible? YES / NO

Point of Contact: _____

Phone Number: Only one _____ Email: Only one _____

Number of Guests? _____

Doors are opened at 6:00am for Vendors. All Vendor's need to be set up by 2:00pm.

Start time of when guest arrive? _____ End time of event? _____ All events end at 2:00AM

Your event is allotted 10 hours.

Bring Your Own Alcohol? Yes / No Start of Bar _____ End Time: _____ Must Close 1:30 AM

Your bar is allotted 9 hours. You must use The Grand Hall's Bartenders.

Are you using our state-of-the-art kitchen facility? What time from: _____ What time to: _____

Would like Audio Visual Equipment usage? Yes / No

Meeting request Saturday: 11:00am to 3:00pm: Time: _____ Date: _____ Or? Time _____ Date _____

Venue Rental & Customer Service Fees are charged based on the day of the week and month.

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.

There are factors to be considered to determine the Best Value & Best Price for your event.

Filling out this questionnaire will help us to determine what is Best for you! A meeting with you is most welcomed!

Thank you and we hope to see you soon!

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