

# 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](mailto: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 \_\_\_\_\_
5. Email: Only one \_\_\_\_\_
6. Number of Guests? \_\_\_\_\_ (The Hall seats 500 guests)
7. 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.  
ALL VENDORS MUST REGISTER VIA WEBSITE [WWW.THEGRANDHALLATWESTLAKE.COM](http://WWW.THEGRANDHALLATWESTLAKE.COM)

8. Alcohol? Yes or No. Start of Bar? \_\_\_\_\_ End Time: \_\_\_\_\_ Bars close half hour before end time of event.

**MUST USE HALL BARTENDERS! NO SALE OF ALCOHOL IS PERMISSABLE!**

9. What time is dinner served? \_\_\_\_\_

10. Would like Audio Visual Equipment usage? Yes/No

11. 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.

12. What time will be decorating began? \_\_\_\_\_

13. Meeting request Saturday:10:00am to 3:00pm: \_\_\_\_\_ Date: \_\_\_\_\_

**Hall Rental Fees: Monday–Tuesday \$5,000 Wednesday-Thursday-\$6,000 Friday-\$6,500 Saturday-\$7,500 Sunday-\$6,500**

**Rental Includes:** Licenses, insurance, kitchen use day of event, staff, table, blue chair set-up, bathroom supplies, teardown, event 6:00AM available for decoration set-up and bringing products into the hall, bathrooms attended, event operations, coordination, bar set-up, and supervisor.

**\*Additional Deposit: There is a 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.**

**Circle**

**DJ:**

**Dance Floor: The Grand Hall is the exclusive provider of the 3D dance floor**

**Decorator:**

**Caterer:**

**Limo:**

**Chairs: The Grand Hall is the exclusive provider of chivari and garden chairs.**

**Balloons:**

**Pastry/Dessert/Cake:**

**Party Help:**

**Photo Booth:**

**Alcohol Vendors Must have all licenses!**

**Lighting Company:**

**All Other Vendors:**