

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.

1. Event Type? _____ Date of Event? _____ YEAR ____ Is this date flexible? YES / NO
2. Point of Contact Name: _____ One person's name only.
3. Phone Number: Only one _____ Email: Only one _____
4. Number of Guests? _____
5. Guest Arrival Time? _____ End time of event? _____ 10 hours only

All Events End at 2:00AM Band, DJ, Bar end 1:30AM
6. Renter's Own Alcohol? Yes / No Start Bar Time: _____ End Bar Time: _____ 9 hours only.
You must use The Grand Hall's bartenders to serve any alcohol. No self-serve. No celebrity bars.
7. Would like Audio Visual Equipment use? Yes / No
8. Do you have a Band? Yes No
9. Do you have A Rented Dance Floor From An Outside Vendor? Yes No
10. Do you have Rented Chairs From An Outside Vendor? Yes No
11. Will You Be Using Real China, Silver wear, Glassware? Yes No
12. Tour the facility and sales meeting request Saturday: 11:00am to 3:00pm: Time: _____ Date: _____

Meeting request other: Time _____ Date _____

Venue Rental & Event Service Fees are charged based on the day of the week and month and charged separately BY ESEC AND VENTURE CATERING CONSULTANTS.

Please arrange a time to visit the facility and meet one of our sales representatives. Following your visit, and informing us of the details of your event, we will be able to provide you with the costs of your event.

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

Jamie Cottrill 317-863-3300

E-mail Address: jamie@venturecatering.com

Salesperson: If you do not have one of these, get one filled out, please.