

THE
Cypress Inn
Pavilion

Cypress Inn Pavilion

Event Logistics Questionnaire

501 Rice Mine Road North | Tuscaloosa, AL 35406 | 205.210.8199 | pavilion@cypressinnrestaurant.com

Please complete this form and return it with any floorplans, vendor lists, timelines, or supporting documents.

Planning Essentials

Events must end by 2:00 AM. Music ends 15 minutes before the event end time, and bar service ends 30 minutes before the event end time.

A \$500 food and beverage minimum applies to every facility rental. Food and beverage are subject to 10% sales tax. A 22% service charge applies to the entire invoice except venue rental and sales tax.

Outside food, beverages, and alcohol are not permitted. Alcohol service must be provided by Cypress Inn staff.

Tables and standard chairs are included. Gold metal chairs and wooden folding chairs used for ceremony-style seating are separate chair types. Chiavari chairs are optional rentals.

Linens and tableware are not included. Cypress Inn Pavilion will coordinate a vendor quote in the client's chosen style; outside linens and disposable tableware are respectfully discouraged.

House AV is included at no additional charge. Additional AV rentals must go through RTR Pro Entertainment when RTR carries the item, unless the item is unavailable from RTR or is supplied by the client's musician, musical group, or DJ service.

Event liability insurance of at least \$1,000,000 per occurrence is required, with proof due 30 days before the event.

Client and Event Information

Client Name		Organization	
Phone Number		Email	
Event Name / Type		Event Date(s)	
Estimated Guest Count		Day-of Contact	
Day-of Phone		Planner / Coordinator	
Planner Phone		Sales Representative	

Timeline and Schedule

Event Start	_____	Event End	_____
Guest Arrival	_____	Setup Start	_____
Earliest Vendor Arrival	_____	Teardown Complete	_____

Scheduled Activities
Ceremony, speeches, slideshow, toast, first dance, cake cutting, performance, send-off, or other timed activities:

Vendors and Arrival Times
List each vendor, service, contact, and expected arrival time:

Layout and Floorplan

Floorplan Status
☐ Yes - complete ☐ No ☐ In progress
Table configuration preferences: _____

Round Tables	_____	Rectangular Tables	_____
Cocktail / High-Top	_____	Other Tables	_____

Seating, Linens and Rentals

Chair Type and Count

Included venue inventory:

☐ Gold metal chairs Count: _____

☐ Wooden folding chairs - ceremony-style Count: _____

Optional rental:

☐ Chiavari chairs Count: _____

Special seating requests (head table, family seating, accessibility, children, etc.):

Linens and Tableware

Would you like Cypress Inn Pavilion to coordinate your linen and tableware rental through our trusted vendor?

☐ Yes ☐ Not sure yet - please provide options ☐ No - please discuss with us

Color palette: _____

Preferred fabrics / styles: _____

Tablecloth sizes: _____ Napkins: _____ Runners: _____

Place-setting or tableware preferences: _____

Outside linens and disposable tableware are respectfully discouraged so the event maintains a consistent standard of quality and presentation.

Additional Rentals

Arches, backdrops, lounge furniture, specialty tables, extra decor pieces, staging, or other rentals:

Decor and Setup

Decor Plan

Will you be bringing decorations? ☐ Yes ☐ No

Describe larger installations, candles, hanging elements, signage, or specialty setup:

AV, Entertainment and Production

Included House AV

Select included items you expect to use:

☐ Microphone ☐ House sound system ☐ Projector ☐ Screen ☐ TV display ☐ Wi-Fi

Notes on placement, content, connections, or presentation timing:

Entertainment Plans

☐ DJ ☐ Band / musical group ☐ Solo musician ☐ Playlist with speaker hookup ☐ Other

Entertainment provider / contact: _____

Equipment the entertainment provider will supply: _____

Additional AV equipment requested: _____

Additional AV rentals must be sourced through RTR Pro Entertainment when RTR carries the item, unless RTR does not carry it or the equipment is supplied by the client's musician, musical group, or DJ service.

Bar Service

Bar Plan

Will you use Cypress Inn bar service? ☐ Yes ☐ No

Bar type: ☐ Cash bar ☐ Open bar

Open-bar selection: ☐ Beer and wine only ☐ Standard beer, wine, and spirits ☐ Include premium liquor

Requested bar hours: _____

Alcohol preferences or notes: _____

The first bar has a \$550 setup fee. Open-bar events receive a \$250 bar credit. Each additional bar is \$250.

Security, Insurance and Vendors

Security

Do you anticipate needing security? ☐ Yes ☐ No ☐ Not sure - please discuss

Cypress Inn determines when security is required. Security is \$160 minimum, based on \$40 per hour per guard.

Security or guest-management notes: _____

Event Liability Insurance

Required coverage: at least \$1,000,000 per occurrence in general liability coverage.

The policy must name Cypress Inn Restaurant, The Cypress Pavilion, and their owners and affiliates as additional insureds.

Insurance carrier: _____ Policy / quote number: _____

Certificate expected by: _____ Proof is due 30 days before the event.

Questions regarding insurance, permits, or access: _____

On-Site Vendors

List every vendor providing goods or services, including contact information:

Additional Notes and Attachments

Religious, Cultural or Ceremonial Traditions

Please describe traditions, timing needs, food considerations, ceremonial requirements, or other details the team should understand:

Questions, Concerns or Requests

Attachments Included

- ☐ Floorplan ☐ Vendor list ☐ Timeline ☐ Decor reference photos
☐ Insurance certificate ☐ AV / production plan ☐ Other: _____

Client Confirmation

I understand that this questionnaire supports event planning and does not replace the signed rental agreement, final proposal, or approved event plan.

Client name: _____

Signature: _____ Date: _____