

RENTERS CHECK OFF LIST

EVENT TITLE, DATE, & TIME: _____

EVENT PACKAGE, DETAILS & COST: _____

VENUE POINT OF CONTACT NAME: _____

STEP 1: DUE DAY OF RESERVATION

50% DEPOSIT TO SAVE THE DATE PAID?

AMOUNT: \$ _____

DATE PAID: _____

STEP 2: DUE 120 DAYS PRIOR TO EVENT DATE

SECOND VENUE PAYMENT: 50% OF REMAINING AMOUNT PAID?

AMOUNT: \$ _____

DATE PAID: _____

DISCLOSURE OF EXTERIOR AND INTERIOR PLANS,
ACTIVITIES, DRAWINGS, POWER SOURCE, ETC.

STEP 3: DUE 60 DAYS PRIOR TO EVENT DATE

FINAL VENUE PAYMENT: REMAINING RENTAL AMOUNT PAID?

AMOUNT: \$ _____

DATE PAID: _____

\$500 INCIDENTALS AND DAMAGES DEPOSIT PAID?

DATE PAID: _____

\$275 MANDATORY CLEANING FEE PAID?

DATE PAID: _____

HAVE ALL REQUIRED VENDORS & CATERERS PROMISSORY
NOTE/WAIVER BEEN SUBMITTED?

**IF THIS IS A SPECIALTY EVENT, FOR FURTHER DIRECTION REACH
OUT TO YOUR VENUE REPRESENTATIVE FOR NEXT STEPS.
SPECIALTY EVENTS ARE SPECIAL ORGANIZATION GATHERINGS,
FARMERS MARKET, VENDOR FAIRS, ETC.**

