

Facility Rentals Check list

Please confirm the following items with facility staff at least two weeks before your function:

- ☐ **Room Set-Up**
 - How many tables and chairs are required?
 - Floor plan – How do you want the room set up?
 - Are there dance floor requirements?
 - Food – Do you require buffet tables? Will there be an outside caterer supplying food?
- ☐ **Capacity**
 - How many guests will be attending?
- ☐ **Supplies to be Purchased**
 - Confirm quantity of Required items i.e. pop, ice
 - Confirm quantity of Optional items i.e. tablecloths, juice, cups/glasses or coffee
- ☐ **Arrival and Departure Times**
 - Confirm when you and your guests will arrive and when the event will end
- ☐ **Deliveries and Pick-Ups**
 - Confirm delivery and pick up times to the facility i.e. caterers, flowers, décor, etc.
 - Confirm set-up times for other requirements i.e. disc jockey

Available Services

The list of available services varies from location to location and room to room. Here are a few items we can provide you:

• Tables and Chairs • Cleaning Services* • Parking • Room Set-up and take down • Kitchen/Bar Facilities • Supplies • Audio Visual Equipment

Please confirm available services prior to booking your event.

**Additional charges for clean-up may apply*