



Facility Rental Menu

Today's Date: _____ **Name:** _____

Event Type: _____ **Event Time:** _____

Event Date: _____ **Number of Guests (limit 250):** _____

Needed for your event:

- _____ Facility rental (\$200/hr. for up to 4 hours, include setup/cleanup time) \$200 x ___ hrs. = \$___
- _____ Facility rental (\$900 flat fee for up to 9 hours, include setup/cleanup time) \$900
- _____ Rehearsal time on alternate date (\$200/hour) \$200 x ___ hrs. = \$___
- _____ Covered arena included
- _____ Arena pavilion included
- _____ Barn portico included
- _____ Picnic pad included
- _____ Round dining tables (20, 48" round sitting-height tables) included
- _____ Round dining table linens (20 black table linens, \$2 each) \$2 x ___ = \$___
- _____ Chairs (80 black Chiavari chairs) included
- _____ Cocktail tables (6, 32" round x 42" high) included
- _____ Cocktail table linens (12 round, black, fitted for 32" table, \$2 each) \$2 x ___ = \$___
- _____ Cocktail tables (6, 36" round x 42" high) included
- _____ Cocktail table linens (12 round, black, fitted for 36" table, \$2 each) \$2 x ___ = \$___
- _____ Cocktail-height chairs (24, 25" tall) included
- _____ Oblong serving tables (3, 18" wide x 72" long) included
- _____ Oblong serving table linens (3 black for 72" table, \$2 each) \$2 x ___ = \$___
- _____ Bride changing room included
- _____ Groom changing room included
- _____ One ladies'/men's restroom included

TOTAL: \$ _____

Rehearsal time needed on alternate day:

_____ Yes _____ No

Food Service (all vendors must supply liability policy):

Will you be having food service?

_____ Yes (if yes, explain food service below) _____ No

_____ Caterer (tell what your caterer’s needs are; e.g., access to water/electricity, food truck parking)

Decorations:

_____ Will you be decorating? (e.g., flowers, candles, chairs, tables) _____

Alcohol (county permit required, all vendors must supply liability policy):

_____ Yes _____ No

Restrooms (will you be bringing in additional port-o-lets or a restroom trailer):

_____ Yes _____ No

Tent (county permit required):

_____ Yes _____ No If yes, size: _____

Music/DJ (all vendors must supply liability policy):

_____ Yes _____ No

_____ Music/DJ (tell what your Music/DJ’s needs are; e.g., access to electricity, number of outlets)

Entertainment (all vendors must supply liability policy):

_____ Yes _____ No

_____ Entertainment (tell what your entertainment’s needs are; e.g., access to electricity, etc.)
