

Name _____ Event Date: _____

Room(s) Booked _____

Number of people attending Estimated _____ Final _____

Contact Person During Event _____ Cell Number _____

Contract signed Y/N _____ Date contract submitted _____

Insurance provider _____ Insurance copy submitted Y/N _____

TIMING/CONTACT INFORMATION:

Decorating Date: _____ Time: _____
 Decorating Contact Name: _____ Phone: _____

Decorator's Insurance Date Submitted: _____ Provider _____

Decorator Takedown Date: _____ Time: _____

Timeline

Rehearsal	_____		
Ceremony	_____	Evening Luncheon	_____
Cocktails	_____	Bar Closure	_____
Dinner	_____	Guests Departure	_____ 1:00 AM
Dance	_____	Vacate Building	_____ 2:00 AM

An After-Hours fee of \$40.00 per hour will be added for all times outside of regular open times.

DJ/Band Arrival for Set-up	Date: _____	Time: _____
Contact	Name: _____	Phone: _____
DJ's Insurance	Submitted? _____	Date: _____
Photographer Set-up	Date: _____	Time: _____
Contact	Name: _____	Phone: _____
Photographer's insurance	Submitted? _____	Date: _____
Caterer Set-up	Date: _____	Time: _____
Contact	Name: _____	Phone: _____
Caterer's Insurance	Submitted? _____	Date: _____
Alcohol & Float Delivery	Date: _____	Time: _____
Contact	Name: _____	Phone: _____
Other Deliveries	Date: _____	Time: _____

Contact	Name: _____	Phone: _____
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SETUP REQUIREMENTS for Terrace Ceremony / Cocktails / Other

Chairs - Theatre style	No	_____	Yes	_____	# of Chairs	_____
Head Table 6 ft each	No	_____	Yes	_____	# of Tables	# of Chairs _____
Sign in Table Terrace	No	_____	Yes	_____	# of Tables	# of Chairs _____
Other Table	No	_____	Yes	_____	# of Tables	_____
6 ft Food Tables	No	_____	Yes	_____	# of Tables	_____

SETUP REQUIREMENTS for Studio Theatre Dinner / Dance/ Other

5 ft Round Tables	No	_____	Yes	_____	# of Tables	_____	# of Chairs	8 each
Head Table 6 ft each	No	_____	Yes	_____	# of Tables	_____	# of Chairs	_____
Sign in Table	No	_____	Yes	_____	# of Tables	_____	# of Chairs	_____
Other Table	No	_____	Yes	_____	# of Tables	_____	café table	_____
8 ft Food Tables	No	_____	Yes	_____	# of Tables	_____	_____	_____

Note: SoCan and ReSound copyright fees will be added for all events with music and/or dancing

Any other requirements _____

RENTAL OPTIONS

Tablecloths 87" square

No	_____	Yes	_____	Order	Black	#	_____	\$8.00	=	\$	_____
				Special Order	White	#	_____	\$9.00	=	\$	_____
				Spandex	Black	#	_____	\$10.50	=	\$	_____
Underground Parkade (63 spots)	No	_____	Yes	_____	Rental Fee						\$150.00
Outdoor lot		_____		_____	Free evenings and weekends						
Digital Projector and Screen	No	_____	Yes	_____	Rental Fee						\$50.00
Uplighting -		_____	Colour -	_____	Rental Fee						\$150.00

Total Options	\$
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LIQUOR SERVICE -

The client is responsible to provide a liquor license and event insurance along with alcohol, mix, cups and a float of at least \$250 in small denominations.

Ceremony - Terrace No _____ Yes _____ Time

Cocktails - Studio No _____ Yes _____ Time

Dinner - Studio No _____ Yes _____ Time

Dance - Studio Theatre No _____ Yes _____ Time

Last Call Time **12:30 AM**

Drinks off Table Time **1:00 AM**

Additional information

CLEAN UP & REMOVAL completed by 2:00 am

NOTES

**REMINDER: The Esplanade has no kitchen and no kitchen supplies. All food must arrive prepared. All dishes, napkins, cutlery etc. must be supplied by the caterer or the client. Dishes must be removed for washing by the end of the event.
Food service and clearing of dishes are the responsibility of the caterer or the client.**