

EVENT PLANNING GUIDE

We look forward to hosting your next event! Please follow our guide to ensure that planning and execution happens in a timely and effective manner.

1. Contact our event coordinator via email or web form to inquire about your event date

It is helpful to know upon inquiry:

- Event date and time
- Number of guests
- Menu preferences

Secure your event date with payment of the rental fee

2. Work with our event coordinator to establish a food and drink menu

Please communicate:

- Any dietary restrictions in your party
- If you would like to purchase take away gifts or merchandise
- Payment details (how many checks, how drinks will be settled)

3. Please notify our event coordinator if you:

- Would like to order flowers (\$25 per centerpiece)
- Would like linen napkins and flameless candles (included w/ room by request only)
- Have a room set-up preference
- Will be using our A/V system
- Need more than 30 minutes before your event to set-up
- Have a timeline or plan for the flow of your event

4. Send us a final guest count no later than 24 hours before your event

For more event information and questions, do not hesitate to email or set up a phone call with our event coordinator. We are happy to offer recommendations and/or schedule a time to meet to discuss your event.

