



2018 Event Service Providers List  
and Term Sheet

**Tenant's Name:** \_\_\_\_\_

**Daytime Telephone:** \_\_\_\_\_ (Cell/Home/Office)

**Email:** \_\_\_\_\_

**Day and Date of Event:** \_\_\_\_\_

**If event is a wedding:** Bride/Groom \_\_\_\_\_  
Bride/Groom \_\_\_\_\_

**Number of People Attending:** \_\_\_\_\_

**Hours of the Event:** \_\_\_\_\_ to \_\_\_\_\_  
(Including set up, break down, removal of equipment, and clean up)

**Additional Hour(s) Purchased:** \_\_\_\_\_  
(Must be pre-approved by Event Manager)

**Guests Arrival Time:** \_\_\_\_\_

**Guest Departure Time** (approximately 1 hour prior to event end time): \_\_\_\_\_

**Catering Company** and Their Staff Contact: \_\_\_\_\_

Telephone and email: \_\_\_\_\_

Arrival time (no earlier than event start time) : \_\_\_\_\_

Time ready for fire marshal inspection: \_\_\_\_\_

Departure Time (no later than event end time): \_\_\_\_\_

**Caterer's ABC License:** \_\_\_\_\_

**Caterer's Rental Equipment Company & Their Staff Contact:** \_\_\_\_\_

Telephone and email: \_\_\_\_\_

Delivery Time (no earlier than event start time): \_\_\_\_\_

Pickup Time (should coincide with guest departure time) \_\_\_\_\_

Departure Time (no later than event end time): \_\_\_\_\_

**Florist** and Their Staff Contact: \_\_\_\_\_

Telephone and email: \_\_\_\_\_

Delivery time (no earlier than event start time): \_\_\_\_\_

**Photographer** and Their Staff Contact: \_\_\_\_\_

Telephone and email: \_\_\_\_\_

Arrival time (no earlier than event start time): \_\_\_\_\_

**Outdoor Musicians** and Their Staff Contact: \_\_\_\_\_

*(Acoustic only)*

Telephone and email: \_\_\_\_\_

Arrival time (no earlier than event start time): \_\_\_\_\_

**Indoor Musicians/DJ/Entertainment** and their Staff: \_\_\_\_\_

Telephone and email: \_\_\_\_\_

Arrival time (no earlier than event start time): \_\_\_\_\_

**\*Valet** and Their Staff Contact: \_\_\_\_\_

Telephone and email: \_\_\_\_\_

Arrival time (no earlier than event start time): \_\_\_\_\_

**\*Restroom Trailer** and Their Staff Contact: \_\_\_\_\_

Telephone and email: \_\_\_\_\_

Delivery time: \_\_\_\_\_

(\* Applicable to events for 161-200 guests.)

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

**Name and Address to return security deposit** (barring no damage.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_