Event Service Providers List
and Term Sheet

Tenant’s Name: _________________________________________________________________

Daytime Telephone: ________________________ (Cell/Home/Office)

E-mail: ________________________________________________________________

Day and Date of Event: _________________________________________________________

If event is a wedding:

Bride/Groom _________________________________________________
Bride/Groom _________________________________________

Number of Guests 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)

Guest 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 (*Acoustic only*) and Their Staff Contact: ____________________________
   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): _________________________________

(* 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: ___________________________________________________________________