

## Garden Event Information Sheet

Rental Date: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(Credit card # required to cover \$100.00 fee should clean up have to be completed by the Davenport House staff at the conclusion of the event.)

Date shown the property: \_\_\_\_\_ Consultation on rain plan: \_\_\_\_\_

What is rain plan? \_\_\_\_\_

Contract Date (when contract received & deposit made): \_\_\_\_\_

Date payment completed: \_\_\_\_\_

Contracting Party (phone #, email address): \_\_\_\_\_

Contact Person (phone #, email address): \_\_\_\_\_

Type of Event: A. Wedding Ceremony only: \_\_\_\_ B. Wedding & Reception: \_\_\_\_ Reception only: \_\_\_\_  
Other (please specify): \_\_\_\_\_

Approximate Number Attending: \_\_\_\_\_

Is alcohol being served? \_\_\_\_\_

Have proper permits been obtained? \_\_\_\_\_

Has proof of insurance been provided? \_\_\_\_\_ Date provided \_\_\_\_\_

Time of Deliveries and Pick-Ups: \_\_\_\_\_

Time of Set-Up: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Caterer (name, contact phone number, email address): \_\_\_\_\_

What sort of furniture will be used? – specify: \_\_\_\_\_

Where will the furniture be placed? - specify \_\_\_\_\_

Florist (name, contact, phone #, email address): \_\_\_\_\_

Rental Company (name, contact, phone #, email address): \_\_\_\_\_

What sort of furniture will be used? – specify: \_\_\_\_\_

Where will the furniture be placed? - specify \_\_\_\_\_

Music (type of musician, equipment to be used, name phone #, email address): \_\_\_\_\_

Photographer (name, contact, phone #, email address): \_\_\_\_\_

Rain plan: \_\_\_\_\_

Special Requests (DH staff to complete): \_\_\_\_\_

Staff on duty (DH staff to complete) \_\_\_\_\_

Close-up time (DH staff to complete): \_\_\_\_\_

Time of pick up – items left behind: \_\_\_\_\_

Extra fee charged: \_\_\_\_\_

**Check list:** Watch-weather; contact HSF to use of meeting room; get key; call 2 weeks prior; review contact and special requests; inform staff

**Aware of:** Gate keys; garden light switches; sprinklers? cut-off; tables and chairs; outlets and extension chords; trash bags and garbage cans; accident reports; 1<sup>st</sup> Aid Kit