

## Garden Event Information Sheet

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

Credit Card #: \_\_\_\_\_ Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

Contract Date (when received contract and deposit): \_\_\_\_\_

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

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

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

Type of Event: \_\_\_\_\_

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

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

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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): \_\_\_\_\_

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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; 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