

GUEST GUIDE

TO GUIDE YOU THROUGH THE REMAINING REQUIREMENTS LEADING UP TO YOUR EVENT

TO RESERVE | Date: ____/____/____

- _____ Signed Venue Agreement
- _____ 1/2 Space Reservation Fee: \$ _____ [non-refundable & non-transferrable to different date]
- _____ Copy of Credit Card [Kept on file for ease of payment, you will not be charged without approval]
- _____ Copy of ID - Host 1 _____ Copy of ID - Host 2 [Both IDs required for wedding]
- _____ Date Set for Event Details Meeting w/ PLENTY: ____/____/____ [To determine details, layouts, rentals]

30 DAYS PRIOR | Date: _____

- _____ Remaining Space Reservation Fee: \$ _____ [non-refundable within 30 days]
- _____ Security Payment Submitted: [\$90.00 Check to PRO Security]
- _____ Proof of Event Liability Insurance Submitted. [eventhelper.com][Protects host in event of accident]
- _____ Additional Hours Paid [\$150/hr] - [required if host/vendor desires admittance to venue before contractual access time] Extra Paid Time: _____ - _____

14 DAYS PRIOR | Date: _____

- _____ Venue Floorplan Submitted [Plan A] _____ Backup Floorplan Submitted [Plan B-Weather plan]
- _____ PLENTY-Picked Rentals Paid: \$ _____
- _____ Audio/Visual Walkthrough [If Renting From PLENTY]
- _____ Confirm no vendors accessing venue before contractual time begins at: _____

EVENT-END HOST RESPONSIBILITIES:

We will provide a list of host responsibilities to assist you for closeout, so you will not be charged a \$300 cleaning fee. Please allow enough time and assistance to complete the following:

- Rooftop and Warehouse cleared of any catering and personal items
- All decorations are removed
- Surface areas are wiped down
- All trash is removed and put into the small blue dumpster
- All recyclables are removed to large green dumpster
- Large debris removed from floors and swept if necessary



GUEST GUIDE (CONT.)

PLEASE HAVE THIS PAGE COMPLETE FOR DETAILS MEETING WITH PLENTY EVENT STAFF

TIMEFRAME:

Access Time Starts: _____ Access Time Ends: _____ Number of Guest: _____

Host Arrives: _____ Guest Arrives: _____ Event Begins: _____

Security Arrives: _____ Store & Front Close: _____

VENDORS

Food Provider: _____ Full Service Drop-Off Food Truck

Alcohol Provider: _____ Food Up Food Down Bar Up Bar Down

Bar Opens: _____ Last Call: _____ Bar Closes: _____

***Recommended Bar close 1 hour before access time ends**

***Recommended Last Call 15 mins before bar closes so guests can comfortably finish last drink**

TYPE	NAME	ARRIVAL	PLACEMENT	NOTES / DETAILS
CATERER				FOOD-UP FOOD-DOWN STAYING DROP-OFF FOOD TRUCK
ALCOHOL/ BARTENDER				BAR-UP BAR-DOWN HOST BRING ALCOHOL BAR BRING ALCOHOL
FLOWERS				
BAND/DJ				
RENTALS				
PHOTO- GRAPHY				

