

Allandale Activity Form

Date Booked: _____ Date Contract Mailed: _____ Date Contract Due: _____ Date Contract Rec'd: _____

<u>Rental Fee:</u>	<u>Balance Due:</u>	<u>Damage Deposit:</u>
Down Payment:	Date Due:	Date Rec'd:
Date Rec'd:	Date Rec'd:	Receipt #:
Receipt #:	Receipt #:	Additional Charges:
Check #:	Check #:	Damage Deposit Returned:
		D.D. Paid By:
		Mailing Address:

Date of Event: _____ Rental Time: _____ Event Time: _____

Number of Guests Expected: _____ Event Type: _____

Honoree / Company / Group: _____

Venue: House & Garden _____ Dome _____ Barn _____ Gazebo _____ Picnic Pavilion _____

Will alcohol be served (please circle)? **Yes / No** Policy Returned:

Primary Contact: _____ Email: _____

Address: _____ Telephone: _____

Alternate Contact Person: _____ Telephone: _____

Notes		Vendors			
		Caterer:			
		Florist:			
		Photographer:			
		Musician/DJ:			
		Bar:			
		Host/Hostess(s) assigned:			
		Kitchen Staff assigned:			
				Tables and Chairs	
				White Chairs	
				Chiavari Chairs	
		4' round			
		4' rectangle			
		5' round			
		6' rectangle			
		8' rectangle			
		Cocktail Tables			
ADDITIONAL RENTALS		Paid	Additional Hours		
Disklavier Piano	<input type="checkbox"/>	<input type="checkbox"/>			
Heron Dome	<input type="checkbox"/>	<input type="checkbox"/>			
Amphitheater	<input type="checkbox"/>	<input type="checkbox"/>			