



CELEBRATIONS
EVENT CENTER
General Pre-Event Questions

Event name _____ Date _____

Phone number _____ Email _____

Number of Guests _____ Number of Tables _____

Bus Service: Yes. No

Day and time you want to decorate _____

Note: You are allowed 1 hr for decorating the day before the event. Time beyond 1 hr will be charged at \$100.00 / hr.

Reminder: All decorations must be removed from the building by 30 mins after end of event.

Time of arrival on event day _____

Event starting time _____ Event ending time _____

Catering info

Catering company _____ Family Style Salad Yes / No

Time of serving food _____ Number of people _____ Plate Price _____

Amount due for catering \$ _____

Beverage Options

Refreshment Bar

Unlimited coffee, lemonade, water, and ice tea

Yes / No \$ _____

Circle one

Alcohol and Beer

Bar

Guest serving time: Specific Time: _____

Tap Beer Bar

Yes / No Includes 200 12 oz glasses. Open tap of seven house beers.

Circle one

Amount _____

Prepay Total price. \$ _____

Serving time for the hosted bar _____

Open bar _____

Yes / No

Circle one

\$ _____ max on open bar

Time frame of open bar _____

Notes _____

Liquor or beer request _____

(Note some liquors may not be available)

Serving time for the hosted bar _____

Signature drinks

Yes / No

Circle one.

What kind of drink? _____

Time of serving? _____ How many glasses of drinks? _____

Price per drink _____ max amount spending _____

Pay at end of the night or prepay

Circle one. Must have card on file if paying night of the event

Bus services

Number of hours _____ Max number of trips _____

Time of pick up _____ Time of Drop off _____

Party Bus or Transportation Bus Only _____

Max amount spending _____

Note: We will only go to one hotel per trip. Most downtown round trips take 45 mins to 55 mins

Electronics

Use of microphone: Yes / No Projector: Yes / No. USB MP3 DVD

Computer (hdmi input only) Circle one

Start time of projector _____ End time _____

Special table layout

Yes / No

Circle one

Special table layout: Please bring a layout at least 5 days before your event. You can also email it to countrycelebeations@gmail.com

Need Special Serving tables? _____

Vendors info

Entertainment:

_____ Phone Number _____

Location of Entertainment Small or large setup window or wall space

Decorator _____ Phone Number _____

What will the decorator be doing for drapes if they are supplying them? _____

Special rentals _____ Phone Number _____

Special tableclothes or napkins _____

If so, we have to have the tableclothes or napkins 3 to 4 days before your Event and in ready to be used condition.

Any special request?

Payment type Check Cash Card

Check number and amount _____

Cash amount _____

Card transaction number and amount _____

Signature _____

Country Celebrations Event Center

Date _____

Date _____

Thank You
Country Celebrations Event Center
712-253-8952 Kathy 712-253-8953 Erica

Contract reminders:

NO OUTSIDE ALCOHOL on Country Celebrations property. Fines will apply.

Decorations may not be fastened to the walls with thumb tacks, nails, staples, or tape of any kind. No tape can be used on the floors. You can ask County Celebrations Staff for tape for floors that is safe for floor use. Candles must be completely enclosed in a glass or nonflammable holder. The use of glitter, confetti, small rhinestones, straw, rice, birdseed, or hay is prohibited in the rental space described in Section 1 and the whole facility generally or on the grounds thereof. NO fake flower pedals, sky lanterns, sparklers, rice, birdseed, or other similar items shall be thrown or lit around the facility or on the grounds. Any extended cleaning due to decorations that cause problems may be charged a fee. All large decorations or hanging decorations must be approved by Event Center staff. Any decorations that would need the use of a ladder must be used only by an insured decorator. All large size decorations must come inside through the overhead door. Anything left behind will be thrown away. If Client has any questions or doubts about whether decorations may be deemed acceptable, Client must consult with Event Center staff. Failure to Consult with Event Center Staff about questionable decorations may result in charges for damage and/or excessive wear and tear.