

EVENT CHECKLIST

Event Date: _____ Event Time: _____

Decorating Date: _____ Decorating Time: _____

*NOTE: 2 free hours of decorating time on the day of the event.
(Additional decorating time \$15 per hour).

Partial Kitchen \$100 YES/NO
(Includes use of ice machine, water, counter space, walk-in refrigerator/freezer, dishwasher)

Full Kitchen \$100 per hour YES/NO # of hours _____
(Available only to licensed and insured caterers who meet all requirements of insurance checklist)

Chaffing Dishes YES/NO # needed _____ \$5 per dish

Plates, Silverware, Goblets YES/NO # needed _____ \$3 per place

Dishwasher YES/NO \$50.00 for up to 100 guests/\$100.00 for more
Than 100 guests

Linen YES/NO # needed \$10 per table

Banquet YES/NO #Needed \$5 Each

Projector Use \$50 YES/NO

Extra Rooms YES/NO Room & Price: _____

Bartender YES/NO
(\$150/4hours/\$35 Each Additional Hour. Pre-Paid Open bar will be charged a 20% gratuity on total drink sales)

Large Screen TV \$75 YES/NO

Sound System \$75 YES/NO

Additional Request: _____

I understand the above items are all the Milford Senior Center will provide. Our set up staff will only make the above choices available. If you are using an event planner please make them aware of the choice you signed on contract.

Renters Signature: _____

Date: _____

ADDITIONAL ITEMS MUST BE CONFIRMED AND PAID IN FULL WITHIN 14 DAYS OF THE SCHEDULED EVENT