

PLANNING TIMELINE

WITHIN 7 DAYS

- ⇒ Sign and return contact via DocuSign
- ⇒ Make initial payment (50% of rental fee plus refundable \$750 security deposit)
 - ⇒ Payments are preferred via Bill Pay (safe, secure and no fees)
- ⇒ If you'd prefer to pay by check, please email Cara at stfrancishall@gmail.com to make arrangements

3-12 MONTHS PRIOR TO EVENT

- ⇒ Obtain personal liability insurance
- ⇒ If you will be obtaining liquor license, follow instructions provided

2-3 MONTHS PRIOR TO EVENT

- ⇒ Schedule walk through with caterer and planner
- (we will send you a reminder and instructions for how to schedule)

30 DAYS PRIOR TO EVENT

- ⇒ Return final payment, proof of insurance, liquor license and event details form.

TWO WEEKS PRIOR TO EVENT

- ⇒ Update Final Confirmation form with table/chair needs, sign and return