

## CONFIRMING & FINALIZING YOUR EVENT

### What to do from here

- Fill in the hold information form to request a 2-week no-obligation hold on your date and space
- Request a contract
- Submit a 25% of your minimum deposit via cash, check or credit card
- Add our menu tasting to your calendar
- Schedule your payments - 25% of minimum due upon signing the contract / 50% of minimum due 30 days prior to your event / final balance due 2-weeks prior to your event
- Schedule important deadlines - menu and beverage selections due 30 days prior to your event / final headcount due 2-weeks prior to your event
- Fill in our planning packet and pick/edit a floorplan with our manager or your event planner within a 3-month window of your event

