**Venue & Catering Questionnaire**

**Reception/Buffet-Style Event**

This questionnaire is provided as a tool to help us work together on planning out the details of your special day as they pertain to the venue and catering. Either you, your coordinator or whomever you have designated to help you with day of event details, will be responsible for updating this information throughout your planning process and turning it in to your sales manager Please fully read this packet before filling it out, if you have any questions, do not hesitate to reach out to your sales manager.

We encourage you to reference our websites for access to helpful tools such as forms, floorplan suggestions, list of furniture, and more!

Please fill in all the applicable information below in a different color and be sure to delete any non-applicable information.

This form must be typed and not handwritten.

If you are renting anything, such as a tent or extra tables, you must provide us a copy of the rental agreement with this packet.

**Your Due Date Checklist**

| **Due Date:** | **Item:** |
| --- | --- |
| Upon booking your event | Confirm if you will be contracting for the bridal suite for day of dressing |
| 60 days prior to your event | Schedule your rehearsal with your sales manager |
| 30 days prior to your event | Venue & Catering Questionnaire |
| 30 days prior to your event | Food & Beverage Submission Form |
| 30 days prior to your event | Second Deposit  (50% of your Revenue Guarantee) |
| 2 weeks prior to your event | Final Headcount |
| 5 days prior to your event | Final Payment  (also when your venue/catering manager will contact you) |

*\*all actual due dates are noted in your contract*

**Client & Day of Contact**

| **First Names of Couple or**  **Guest of Honor:**  **Phone Numbers***: (if applicable for us to contact them, typically we contact the host and day of coordinator only):* |  |
| --- | --- |
| **Name of Coordinator(s):**  **Phone Number:** |  |
| **Who is taking your personal items at the end of the event, if different than the coordinator?** |  |
| **Venue Location:** |  |
| **Ceremony Location:** |  |
| **Bridal Party Arrival Time:** |  |
| **Guest Arrival Time:** |  |
| **Ceremony Start Time:** |  |
| **Reception Start Time:** |  |
| **Reception End Time:** |  |
| **Are you adding a 4th hour to your Reception?** |  |
| **Do you agree that you have read and accepted the City Noise Ordinance?** |  |

*\*Please use the time per your contract. If you need to change it, you will have to get approval from your event sales manager to ensure availability. We do not guarantee that you can change your time after you have signed your contract.*

**Rain Plan**

Since superstition says that rain on your wedding day is good luck, we want you to be prepared should this occur. You will need to confirm a rain plan with your sales manager so that you can coordinate a tent rental or alternative floorplan layout should you have the “good fortune” of rain on your special day. It is always best when initially budgeting for your special day to chat with a tent rental company on their policies of how far out you may need to reserve a tent and then also how far out from your day, you can cancel. You will also want to talk with the tent rental vendor regarding walls, lighting, gutters and size recommendations based on their expertise. Per our vendor guidelines, tents may be delivered and set-up within a 3-hour window of the event start time and removed at the end of the event. A coordinator or assigned person, from your end, must be available to receive the tent to ensure it is

set up per your specifications.

**Please check the rain plan below:**

**Maison Lafitte**

* Ceremony is moved under the pavilion & then flipped for the reception

($500 flip fee applicable)

**La Provence**

* (OPTION A) If ceremony was taking place in Cypress Garden and you contracted for the Stirling Ballroom or full venue buy out, ceremony can be moved indoors into ballroom for up to 150 guests ($500 flip fee applicable)
* (OPTION B) If ceremony was taking place in Cypress Garden and you contracted for the Stirling Ballroom or full venue buy out,

client to rent a tent and/or flooring for the Cypress Garden

(no flip fee applicable if reception floor plan does not include Cypress Garden otherwise $500 flip fee applicable)

*Please confirm if reception will include Cypress Garden here*

* (OPTION C) If ceremony was taking place in Courtyard and you contracted for Joyce Bar and Kerageorgiou Dining Room, client to rent a tent for Courtyard

($500 flip fee applicable if using Courtyard for reception, otherwise flip does not apply)

**Additional Rain Plan Notes:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scheduling Ceremony Rehearsal**

You will be allowed a rehearsal time of 30 minutes the day prior to your event or on a different date which you must schedule with your sales manager within 60 days of your event. Please note this here so we can confirm availability on our schedule. When we confirm back with you is when this is confirmed as we need to ensure our availability. Writing it here does not ensure we can do it on this date and time. Thank you for your understanding!

To help you with planning your rehearsal brunch or dinner, we do not allow rehearsals to take place later than 4pm.

| **Date:** |
| --- |
| **Time:** |
| **Who is running your rehearsal? Name and Phone Number:** |
| **Where are you hosting your rehearsal dinner and what time?** |

**Décor Set-Up Vendor Load-In and Breakdown**

We allow your assigned coordinator and any hired vendors a 3-hour window prior to your event start time to arrive at the venue for set-up, delivery, decorations, etc.

Your hired or designated coordinator must be on property to receive the vendors per their arrival timeline and ensure they are setting up per your contracted agreement with them.

All items, personal or otherwise, must be removed from the venue within 1-hour after the event during the breakdown/clean-up time. All décor, florals, greenery, and tents must be broken down and removed the day of your event. We recommend having a car ready for gifts, florals, etc. to be taken off property at the end of your event. It is your responsibility to communicate this rule ahead of time when contracting your vendors. If any items are not properly removed after the event, you could be subject to a **$350 fee** in the case that we, the venue, have to hire someone to handle it.

Our day of event venue manager will be available for any questions pertaining to the venue to anyone on property at any time throughout the set-up, event and breakdown process but is not liable for any vendor technicalities.

Please include a list of your applicable hired vendors, direct contact phone number and load-in time below. Add any additional vendors not listed.

| **Vendors** | **Name and Number** | **Load in Time** |
| --- | --- | --- |
| **Rehearsal, Ceremony, Timeline Coordinator, friend or family member:** |  |  |
| **Officiate:** |  |  |
| **Ceremony Music:** |  |  |
| **Reception Band or DJ:** |  |  |
| **Photographer:** |  |  |
| **Videographer:** |  |  |
| **Florist:** |  |  |
| **Candles/Décor:** |  |  |
| **Bakery:** |  |  |
| **Photobooth:** |  |  |
| **Transportation:** |  |  |
| **Rentals:** |  |  |
| **Specialty Vendors:** |  |  |
| **Specialty Vendors:** |  |  |
| **Specialty Vendors:** |  |  |

**Venue Use for Photography**

We encourage you to use our venues for your bridal and engagement photography sessions. Your session must be scheduled 3 weeks in advance with your sales manager based on our event calendar. Mondays – Wednesdays between 10-3pm usually work best for our calendar.

We do allow first looks and pre-ceremony photography the day of your event within 1-hour prior to your guest arrival start time, no exceptions. If your ceremony is not on property with us, unfortunately, based on timing you are not able to take pictures at the venue prior to your event day-of.

If you are renting the suites at The Inn at La Provence, you can take pictures outdoors after you check in at 10 am. If you need any indoor pictures in the event venue, we adhere to the 1-hour prior timeline mentioned above.

| **Are you using the venue for photography day-of your event? Please include applicable details:** |
| --- |

**Suites**

**Maison Lafitte**

The wedding suite is available 1-hour prior to your guest arrival start time, no exceptions.

It is a great place to store your purses, bags, and other items. You can put your suit or dress on here, but we require full getting ready, such as hair, makeup, etc. to be done elsewhere.

It is also the perfect spot for a private sweetheart meal for the couple post-ceremony/pre-announcing.

| **Are you using the Wedding Suite?**  **What time will you and/or wedding party arrive at the venue?**  **Are you getting dressed at the venue?**  **Are you planning on using the suite for a private Sweetheart Meal?**  **If so, please include on your final timeline and/or list the time here:**  **Any other important details you want us to know:** |
| --- |

**The Inn at La Provence**

We have 1 on-site, bridal/dressing suite.

If you plan to use this for day-of dressing there is a $250 room fee.

The check in time is 10 am day-of and check out is your event end time.

This suite must be rented through the contract client directly and included when you book your event. You must take all personal items and gifts out of the rooms at the check out time.

If not renting the rooms for day-of dressing, the suite is available 1-hour prior to your guest arrival start time, no exceptions. There is no fee for this option. It is a great place to store your purses, bags, and other items. You can put your suit or dress on here, but we require full getting ready, such as hair, makeup, etc. to be done elsewhere.

It is also the perfect spot for a private sweetheart meal for the couple post-ceremony/pre-announcement. You still must remove all items and at the end of your event.

No items can remain on-site in the rooms overnight.

| **Are you using the Wedding Suite for day of dressing for the $250 fee?**  **What time will you and/or wedding party arrive at the venue?**  **Are you planning on using the suite for a private Sweetheart Meal?**  **If so, please include on your final timeline and/or list the time here:**  **Any other important details you want us to know:** |
| --- |

**Ceremony Chair Rental**

If your ceremony is held at Maison Lafitte, we provide 200 gold chiavari chairs within the venue fees, 100 of which are used for reception seating. If you only want 100 ceremony chairs and 100 reception chairs, you can use what Maison Lafitte provides and we will set these up for your event. The 100 ceremony chairs equal approximately 8 rows of 6 chairs on each side. We do not move or relocate chairs for reuse. If you need any additional chairs for ceremony or reception you are required to bring them in or rent them, and all vendor guidelines/requirements will apply.

You must assign a friend or family member or hire a professional coordinator to conduct both your rehearsal and ceremony and to receive any rental chairs or other items.

If your ceremony is held at La Provence, we provide 125 black metal chairs for the reception only. You must rent your own ceremony chairs.

| **Are you using Maison Lafitte gold chairs for your ceremony?** | **Y e s** | **N o** |
| --- | --- | --- |
| **If, yes, are you renting additional ones outside of the 100 provided?** | **Y e s** | **N o** |
| **Are you renting all the ceremony chairs for Maison Lafitte or La Provence?** | **Y e s** | **N o** |
| **Who is your rental company?** |
| **What time is the delivery and set-up?** |
| **Who is receiving the chairs upon delivery? Name and Phone Number:** |
| **What time is the pick-up / removal of the chairs?** |

**Floorplan Selection**

We have suggested floorplans located on our website under the Floorplans and Furniture section. You are more than welcome to select the one that you think would work best for your event. You can customize these floorplans to accommodate your event’s specific needs, such as moving the cake table to a different location or adding in a photobooth.

You must include a copy of the floorplan you want and answer the questions below. You can also create your own floorplan based on our suggested ones by using the blank version. Please keep in consideration spaces to accommodate bar and buffet areas. Events of 100 plus guests will automatically receive two bar set-ups, one indoors and one outdoors at Maison Lafitte. La Provence locations - tbd. Large events over 150 guests will generally have food stations indoors and outdoors.

If you need recommendations or have questions regarding your floorplan, please do not hesitate to reach out to your sales manager.

| **Which Floorplan are you choosing?**  If selecting “D”, a $250 additional labor fee is required. | | | |
| --- | --- | --- | --- |
| **List of Floorplan Modifications:**  **Example – cake table in front parlor** | | | |
| **If your event is under 100 guests, do you want to add a second bar? $185 fee will apply and be added to your SEO balance.** | | | |
| **If your event is under 100 guests and you do not want to add the second bar set-up, please indicate here and on your final floorplan drawing where you want the one bar set-up.** | | | |
| **List any other important notes, such as tables needed for alter, gifts, favors or any other special touches:** | | | |
| **Will you be putting signage, florals, or décor on any of the food stations or bars? If so, please explain:** | | | |
| **Let us know the configuration of the Maison Lafitte pavilion panels if different from our standard configuration which is the back (parking lot side) L-shape solid panels are down and closed and the front L-shape windowed panels are up and open.** | | | |
| **Will you need any of the climate control amenities we include? If so, please list.**  **Will you be renting any additional climate control items? If so, please list.** | | | |
| **Are you renting any additional items such as tables, specialty linens, etc.? If so, please list here.**  **Who is(are) your rental company(ies)?**  **What is the delivery time? Pick-up time?**  **Who is receiving your rental order/checking in items? Name and number:** | | | |
| **White floor-length linens come standard for all events.**  **If you would like to ask for Ivory or Black, please indicate here:** | | | |
| **If you are renting extra tables and would like us to order extra linens for those tables, please indicate the sizes and how many below. All extra linens are $15 and will be added to your SEO.** | | | |
| **Linen Size** | **Table Size/Type** | **Color** | **Quantity** |
| **120”**  **Or**  **132” (if tying, must provide the ties)** | **highboy** |  |  |
| **108”** | **48” round** |  |  |
| **120”** | **60” round** |  |  |
| **90x132”** | **6’ rectangle** |  |  |
| **90x156”** | **8’ rectangle** |  |  |
| **special or rental** |  |  |  |

**Venue / Catering Timeline**

*Please complete below fully. For anything pertaining to time, please include the times you would like those items executed during your event. You are more than welcome to add or provide your own timeline of other details that are not venue or catering specific. However below are what we as the venue will be responsible for so please put your additions in a different color.*

| **Timeline Item:** | **Time:** |
| --- | --- |
| **Welcome Drink:** |  |
| This would be offered upon arrival of your guests to the reception. We can either serve at bars or at an entry point of the property.  If you would like an entry table set-up, please indicate on your floorplan where you would like it. | |
| **Bars:** | **Open Upon Start Time of Reception/Event**  **(excluding ceremony, if applicable)** |
| Notes: | |
| **Passed Appetizers & Stationary or Grazing Table Appetizers:** |  |
| Typically, these are served upon guest arrival and served for approximately 30-45 minutes or until depleted. This is nice for guests to enjoy a little something while they get their first drinks and begin to socialize/settle in to the reception. This is also the time you are possibly taking some post-ceremony photos and/or enjoying your sweetheart meal. | |
| **Sweetheart Meal:** |  |
| Following your ceremony, we offer the happy newly wedded couple the opportunity to soak in time together and eat something prior to greeting your guests. This is also a great time to sign marriage certificates and take a potty break before joining the party. This is usually about 20-25 mins. | |
| **Buffets/Food Stations Open:** |  |
| Typically, these open within the first 30-45 minutes into the event once appetizers wrap up and your first dances are complete. If you have a late evening reception start time – some clients have opted to open these upon guest arrival but you would need to confirm this option instead with your time choice. | |
| **Cake Cutting:** |  |
| This usually takes place about an hour after guests have begun eating; however some couples like to get photos out of the way and will do this immediately following the first dances. We take the cake to the kitchen or back bussing areas to cut and tray pass the slices of cake. We do keep the cake topper and will box this for you (unless you note otherwise here). We will give this to your wedding planner or designated friend/family member to take at the end of the night. | |
| **Send Off:** |  |
| We like to know the time of this so we can prepare for the last call, etc. You are allowed to use sparklers or sparkler boxes. Other ideas you are allowed to use are light colored petals (no dark), dried petals or herbs, bubbles, and birdseed. We do not allow confetti of any kind or anything that can be considered trash, no exceptions. | |

**Yay! You did it!**