

**HOLD POLICY:**

Please fill in all applicable information below and email back to your sales manager in order to request availability of the date and a two-week-no-obligation-first-right-of-refusal hold.

If the date is available, we will hold the date for you to finalize your decision and details and to confirm the booking with a contract and deposit.

Should another client be interested in your date, they can challenge your hold with a deposit. At that time, you will be given notice and 48 hours to submit your deposit to firm up the booking.

Due to high volume of requests, we handle these forms in order of received to ensure a fair process.

<b>Name on Contract:</b>
<b>Physical Address:</b>
<b>Main Contact phone number(s):</b>
<b>Main Contact email address:</b>
<b>Date of Event:</b>
<b>Location of Event:</b>
<b>Event Name / Type of Party:</b>
<b>Estimated Guests Count:</b>
<b>Time of Event:</b>
<b>Total Venue Rental Fee Based on Date and Type of Event:</b>
<b>Total Food &amp; Beverage Minimum Based on Date and Type of Event:</b>
<b>*if this is a engagement party, wedding or rehearsal dinner:</b>
<b>Couple's First Names:</b>
<b>Is this a Ceremony and Reception? Or just Reception?</b>
<b>TIME: please fill in your requested time and circle AM or PM</b>
AM/PM – guests' arrival and seating
AM/PM – ceremony begins (this should be the time on your invitation)
AM/PM – reception, standard 3-hours, can add-on additional time if you choose
<i>*For outdoors ceremonies, we suggest looking up the sun set time on the date of your event, and schedule the start time of your ceremony at least 1 hour prior to the sunset / this will result in bright, beautiful pictures.</i>