**Venue & Catering Questionnaire**

**Rehearsal Dinners, Plated/Seated Dinners, Showers, Birthdays, Engagement Parties, Non-Traditional Wedding Receptions, etc.**

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:** |
| --- | --- |
|  |  |
| 30 days prior to your event | Venue & Catering Questionnaire ***(This Form)*** |
| 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 Day-Of Contact/ Coordinator(s):**  **Phone Number:** |  |
| **Who is taking your personal items at the end of the event, if different than the coordinator?** |  |
| **Are you adding a 4th hour to your Event?** |  |
| **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**

If inclement weather should have an effect on the lay-out or flow of your event, please work with your sales manager directly to come up with an appropriate plan. Should you need a tent, you will be required to rent one directly through a vendor.

| **Please note your rain plan below:** |
| --- |

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

We allow your assigned coordinator and any hired vendors a 2-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 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 on the next page. If a vendor is not required and you are directly handling, please indicate. Add any additional vendors not listed.

| **Vendors** | **Name and Number** | **Load in Time** |
| --- | --- | --- |
| **Music:**  *Typically, we provide light background music via our surround sound system. If you desire, you can bring in your own playlist with a compatible device. La Provence uses sonos / Maison Lafitte uses a usb or aux cord. There are no outdoor speakers at either venue.* |  |  |
| **Photographer/Videographer:** |  |  |
| **AV**  *We do not provide AV equipment so if this is needed for a slideshow you will need to provide a projector/screen/laptop/microphone/*  *podium/ etc.* |  |  |
| **Menus/Food Labels on Food Stations:**  *We provide 8.5X11” parchment paper menus and small food signs for appetizer / food stations (if applicable for your menu). If you are providing something else, please specify.* |  |  |
| **Florist/Centerpieces:** |  |  |
| **Candles/Décor:** |  |  |
| **Bakery:** |  |  |
| **Rentals:** |  |  |
| **Specialty Vendors:** |  |  |
| **Specialty Vendors:** |  |  |

**Floorplan Selection**

We have suggested floorplans located on our website. 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.

You must include a copy of the floorplan you want as well as answering 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 seating tables. Events of 100 plus guests will automatically receive two bar set-ups.

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

**Table Guide for Rehearsal Dinners & Plated/Seated Events**

Please use the parameters below to build your personalized floorplan/seating chart that appropriately suits your event needs.

**Head Table:**

**Maison Lafitte** – up to 6 guests (1 8’ table) / up to 10 guests (2 8’ tables)

**La Provence Dining Room** – up to 6 guests (1 8’ table) / up to 10 guests (2 8’ tables)

**La Provence Ballroom** - up to 6 guests (1 8’ table) / up to 10 guests (2 8’ tables) / up to 20 at a u-shaped table (4 8’ tables – can be the wood farmhouse tables)

**Guests’ Tables:**

**Maison Lafitte**

*up to 10 - 48” rounds are provided*

These tables can accommodate up to 7 guests or 6 guests if using charging plates

*up to 2 – 60” rounds are provided*

These tables can accommodate up to 10 guests with or without charging plates

**The Inn at La Provence**

**Dining Room**

*up to 4 - 48” rounds*

These tables can accommodate up to 7 guests or 6 guests if using charging plates

*up to 2 rectangle tables*

These tables can accommodate up to 8 guests

*up to 1 – 60” rounds are provided*

These tables can accommodate up to 10 guests with or without charging plates

**Ballroom**

*up to 6 - 48” rounds*

These tables can accommodate up to 7 guests or 6 guests if using charging plates

*up to 4 – 60” rounds are provided*

These tables can accommodate up to 10 guests with or without charging plates

*\*\*\*venue does not provide charging plates; client can bring them in*

| **Which Floorplan are you choosing?**  If selecting “D”, a $250 additional labor fee is required. |
| --- |
| **Do you need a head table and if so, how many seats will be needed here?**  Traditionally, a head table is a rectangle or u-shaped table located at the head of the room facing out to the guests.  The head table guests are seated on one side or one side and the ends.  Some clients opt for a sweetheart table instead, just for the couple of honor, if so, this table would be a 6’ table. You can copy and paste from above the applicable option, with modifications, if applicable. |
| **Will you have name place cards and a seating chart?**  One of the most important details in regard to a plated/seated event, is the seating chart and table numbers. The seating chart or some version of, being on display is what informs your guests at what table number they are seated at. You must also provide the table numbers to match. With timing and flow in mind, we recommend a seating chart for all plated/seated events. Using name place cards only is usually sufficient for smaller groups under 30 guests. Larger events require an actual seating chart on display. We recommend checking out online resources such as Pinterest for cute ideas!  Name cards can also be used with a seating chart for a more formal feel or as a menu key. *Example: a name written in gold lettering could indicate that that guest is having steak, while silver lettering means fish.*  Once you have received your final headcount, we will need to know your entrée selection counts and your written floorplan/seating chart so that we know how many seats and entrées go at each table. |
| **List of Floorplan Modifications:**  Example – please move sign in table to parlor, etc. |
| **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.  At La Provence, this would be applicable for whole venue only.  If you would like to add a second bartender at La Provence and have only rented the ballroom OR dining room,  fee of $185 is for the second bartender to be at the same bar. |
| **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.**  At La Provence, green bar is where bar will be if renting whole venue or just dining room. |
| **List any other important notes such as what’s needed for: sign in table, gift table, lounge for gift opening, cake table, favors, etc. Please note what extra table specifics you’ll need here.** |
| **Will you be putting signage, florals, or décor on any of the food stations or bars? If so, please explain:** |

**Linens**

We provide standard white poly-cotton floor length linens for all included tables being utilized for your event.

| **If you want Black or Ivory instead, please let us know here.**  There is no additional charge. | | | |
| --- | --- | --- | --- |
| **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** |  |  |  |

**Outdoor Spaces & Climate Control**

**Maison Lafitte**

The pavilion will not be utilized unless noted otherwise or if necessary based on the size of the group. The space will be clean and set up with any tables that you are not using for the indoor portion of your event and 62” linens. Some unused tables may potentially be stored.

| **If you want to utilize this space, please indicate to us here.**  If you intend to use it for the cocktail and hors d’oeuvres time, you may want to consider adding a bar set-up ($185 additional fee). If you want to use this space, we will provide the floorlength linens. Please plan to have décor for these tables if you desire. |
| --- |
| **Please let us know if you want a different pavilion panel configuration.**  Our configuration is the L-Shape (closed/down along the handicap parking and parking lot and open/up along the side yard and awning) |

**The Inn at La Provence**

**Oak Tree Center Courtyard**

We include 2 highboys and patio lounge furniture. If you should have inclement weather, please let us know if you want to forego using this space or have a tent planned. If you want décor in this area, please plan for this.

**Cypress Back Patio**

We include 2 highboys, patio lounge furniture, and possibly a few 36” square tables. If you should have inclement weather, please let us know if you want to forego using this space or have a tent planned. If you want décor in this area, please plan for this.

**Climate Control**

You will find the list of what we provide in the Furniture and Floorplan section of our website.

| Are you using any of our climate control amenities? |
| --- |
| Are you providing any of your own? If so, please list out. |

**Suites**

**Maison Lafitte**

There is a loft available for storage of items. You are allowed access to the loft 1-hour prior to the event and throughout your event.

**Venue / Catering Timeline**

*Please complete the form 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 (if applicable):** |  |
| *This would be offered upon arrival of your guests to the event. We can either serve at bars or at an entry point of the property.*  *If you would like this upon entry, please indicate on your floorplan where you would like it.* | |
| **Bars:** | **Open Upon Start Time of Event**  **(excluding ceremony, if applicable)** |
| **Passed Appetizers & Stationary or**  **Grazing Table Appetizers:** |  |
| *Typically passed/grazing apps are served upon guest arrival and served for approximately 30-45 minutes or until depleted. If you have a plated appetizer, that will come out with your coursed meal.* | |
| **Guests Seated for Meal:**  **OR**  **Open Buffets**  (whichever is applicable) |  |
| **Toasts OR Presentation (if applicable):**  **Gift Opening:**  **Cake Cutting:**  **Misc:** | |
| *If there are any other timeline items to be noted, that aren’t specifically suggested above, please note next to Misc.* | |

**Specialty Items**

*Please provide us with a list of items you are bringing in, if not noted above, so we can plan accordingly.*

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**Yay! You did it!**