

# The Cedars Hall

## Event Profile

Rental Date: \_\_\_\_\_

From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Name(s) of Lessee(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ work \_\_\_\_\_ home \_\_\_\_\_ cell

### Event

Type of Event: \_\_\_\_\_ Number of Guests Expected: \_\_\_\_\_

Size of Room: full / one-half / one-fourth Cedars Hall Number of Tables: \_\_\_\_\_

Head Table Needed: yes / no If Yes, Number of Seats: \_\_\_\_\_

### Food Service

Name of Caterer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Type of Meal to be Served: \_\_\_\_\_ Appetizer Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Dinner Served: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

### Bar Service

Bar Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Beer Taps Needed: yes / no \_\_\_\_\_

Name of Bartender: \_\_\_\_\_ Minnesota Certificate Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Security Officer on Duty: \_\_\_\_\_

Telephone: \_\_\_\_\_

## Entertainment

Type of Entertainment: \_\_\_\_\_ Staging Needed: yes / no

Name of Entertainer(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

Entertainment from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

## Tableware

Linen Tablecloths: yes / no

Linen Napkins: yes / no

White China: yes / no

Glassware: yes / no

Flatware: yes / no

Mirror and Votive Candle: yes / no

## Special Services

Special Services or Needs (specify): \_\_\_\_\_

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I / We have read and understand all of the rules and regulations regarding rental and use of The Cedars Hall, and I / we agree to abide by all of the rules and restrictions set forth therein.

Lessee: \_\_\_\_\_

Date: \_\_\_\_\_

Lessee: \_\_\_\_\_

Date: \_\_\_\_\_