

Vendor Information Form

PLEASE RETURN BY:

Renter's Name:

Event:

Address:

Event Date:

Bride:

Groom:

Wedding Ceremony Location:

Ceremony Location if at BHH:

Attendance:

Event Time: _____ a.m./p.m. until _____ p.m.

Contact:

Telephone:

Expected Arrival

Expected Departure

Time of Guests at BHH: _____

Time of Guests: _____

Name of Caterer: _____ Telephone: _____

Estimated Arrival: _____ Estimated Departure: _____

Outside Caterers Not Allowed

Outside Rentals: _____ Telephone _____

Delivery Time: _____ Date: _____ Pick-up Time: _____ Date: _____

Name of Florist: _____ Telephone: _____

Estimated Arrival: _____ Estimated Departure: _____

Wedding Coordinator: _____ Telephone: _____

Estimated Arrival: _____ Estimated Departure: _____

Name of Photographer: _____ Telephone: _____

Estimated Arrival: _____ Estimated Departure: _____

Name of Musicians: _____ Telephone: _____

Estimated Arrival: _____ Estimated Departure: _____

Who will provide the liquor? Renter _____ or Caterer _____

Do you plan to have a cocktail hour before the reception? Yes _____ No _____

Bride and groom exiting the house: Front door _____ Side door _____ (**Front door:** When using bubbles, bells, silk flowers or nothing; (**Side door:** When using real flower petals or sparklers) The use of rice, bird seed or confetti are prohibited.

ADDITIONAL RENTALS

Chairs (how many of which type) Gold Ballroom Chairs (\$7.00) _____ Black Metal Chairs (N/C) _____

Tables: 6' Round Tables (\$12.00) _____ Banquet Tables (\$8.00) 6' _____ 8' _____ High Tops (\$10.00) _____ Cake Table(s)

(\$8.00) Yes _____ No _____ Piano in 1st. Parlor (\$120.00 tuning fee only) Yes _____ No _____; Piano on Stage (\$120.00 tuning fee only)

Yes _____ No _____; Drop Down Screen (N/C) Yes _____ No _____ (renter supplies projector); Easel (how many) (N/C): _____; Brass Unity Candle

Holder (N/C): Yes _____; No _____ Podium w/ mic (N/C) Yes _____ No _____; Lavalier: _____; Podium w/o mic (N/C) Yes _____ No _____