

# ESPLANADE

Arts & Heritage Centre

## EVENT SET-UP CHECKLIST

**Note:** Costs for rent and staffing listed separately

Name	_____		Event Date:	_____
Room(s) Booked	_____			
Number of people attending	Estimated	_____	Final	_____
Contact Person During Event	_____		Cell Number	_____
Contract signed	<input type="text" value="Y/N"/>	Date contract submitted	_____	
Insurance provider	_____		Insurance copy submitted	<input type="text"/>

### TIMING/CONTACT INFORMATION:

Decorating	Date:	_____	Time:	_____
Decorating Contact	Name:	_____	Phone:	_____
Decorator Takedown	Date:	_____	Completion time	_____
Decorator Insured	Please confirm that your insurance covers decorator		Initial	_____

### Timeline

Rehearsal	Date and time:	_____
Ceremony	_____	Evening Luncheon _____
Cocktails	_____	Last Call _____ 12:30 AM
Dinner	_____	Guests Departure _____ 1:00 AM
Dance	_____	Vacate Building _____ 2:00 AM

An After-Hours fee of \$40.00 per hour will be added for all times outside of regular open times of Noon to 5 pm Tuesday through Saturday

DJ/Band Arrival for Set-up	Date:	_____	Time:	_____
Contact	Name:	_____	Phone:	_____
DJ covered by your insurance	Please confirm that your insurance covers DJ		Initial	_____
Photographer Set-up	Date:	_____	Time:	_____
Contact	Name:	_____	Phone:	_____
Photographer covered by insurance	Please confirm insurance covers Photographer		Initial	_____
Caterer Set-up	Date:	_____	Time:	_____
Contact	Name:	_____	Phone:	_____
<b>Caterer's Insurance</b>	<b>Submitted?</b>	_____	Date:	_____

Alcohol & Float Delivery	Date:	_____	Time:	_____
Bar Option choice-pg 3 of FAQ	Option #	<input type="text"/>	Add-on	<input data-bbox="1170 1856 1265 1885" type="text" value="Times?"/>
Client Bartender Set-up	Date:	_____	Time:	_____

Bartender	Name:	Proserve
Bartender's serving insurance	Submitted?	Date:
Bartender	Name:	Proserve
Clearing Tables by (choose)	<input type="checkbox"/> Caterer	<input type="checkbox"/> Additional Staff <input type="checkbox"/> Guests

### SETUP REQUIREMENTS for Terrace Ceremony / Cocktails / Other

Chairs - Theatre style	No	Yes	# of Chairs
Other tables	No	Yes	# of Tables # of Chairs
Sign in Table Terrace	No	Yes	# of Tables # of Chairs
Patio Tables	No	Yes	# of Tables # of Chairs each
6 ft Food Tables	No	Yes	# of Tables

### SETUP REQUIREMENTS for Studio Theatre Dinner / Dance/ Other

5 ft Round Tables	No	Yes	# of Tables # of Chairs
Head Table 6 ft each	No	Yes	# of Tables # of Chairs
Sign in Table	No	Yes	# of Tables # of Chairs
Other Table	No	Yes	# of Tables café table
8 ft Food Tables	No	Yes	# of Tables

**Note: SoCan and ReSound copyright fees will be added for all events with music and/or dancing**

Any other requirements

### RENTAL OPTIONS

Tablecloths 87" square

No	Yes	Order	Black #	\$8.00	=	\$
		Special Order	White #	\$9.00	=	\$
		Spandex	Black #	\$10.50	=	\$

Underground Parkade limited	No	Yes	Rental Fee	\$150.00
Outdoor lot			Free evenings and weekends	
Digital Projector and Screen	No	Yes	Rental Fee	\$50.00
Uplighting -	Colour - TBD		Rental Fee	\$150.00

Total Options	\$
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*please continue on next page*

## LIQUOR SERVICE -

The client is responsible to provide a liquor license, event insurance and a float of at least \$250 in small denominations unless chosen bar option states differently.

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Ceremony - Terrace	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Time
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Cocktails - Terrace	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Time
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Dinner - Studio	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Time
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Dance - Studio Theatre	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Time
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Last Call		Time	12:30 AM
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Drinks off Table		Time	1:00 AM
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Drinks Price -

Bar Menu Provided?

**CLEAN UP & REMOVAL completed by 2:00 am**

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## NOTES

**REMINDER:** The Esplanade has no kitchen and no kitchen supplies. All food must arrive prepared. All dishes, napkins, cutlery etc. must be supplied by the caterer or the client. Dishes must be removed for washing by the end of the event.

Food service and clearing of dishes are the responsibility of the caterer or the client.