

Willow Creek Glass Chapel & Banquet Hall Worksheet

Date of Function: _____ Time of Ceremony: _____

Estimated Number of Guest: _____ Guaranteed Number of Guests (2 weeks prior): _____

Contract Name/Host (party responsible for invoice): _____

Address: _____

Phone: Work: _____ Home: _____ Cell: _____

Bride/Groom Name: _____

Address: _____

Phone: Work: _____ Home: _____ Cell: _____

Bride/Groom Name: _____

Address: _____

Phone: Work: _____ Home: _____ Cell: _____

Standard Rental Fees for facilities:

Wedding only (available Sunday-Thursday): \$1000

Reception only: \$2400

Wedding & Reception: \$3000

Includes use of 35 round 60' tables, 8 8' banquet tables, and 300 chairs

Additional tables and chairs needed? Yes _____ No _____

If yes, how many?

Round 60' (seat 8) _____ x \$12 = _____ 8' Banquet _____ x \$12 = _____ Chairs _____ x \$1 = _____

Linen Rental

Color: _____

Tablecloths: _____ x \$9-16(depending on choice) = _____

Napkins: _____ x \$.60 = _____

Total: _____

Facility Rental: _____

Additional Table Rental: _____

Security (required for events over 100 guests): \$450

Linen Rental: _____

Estimated Total: _____

I have read and agreed to Willow Creek Glass Chapel & Reception Hall's Rules & Guidelines

Bride/Groom signature _____

Bride/Groom signature _____

Willow Creek Glass Chapel representative _____

FOR OFFICE USE

Deposit Amount: _____ Date: _____ check number: _____

Additional payment: _____ Date: _____ check number: _____

Additional payment: _____ Date: _____ check number: _____

Additional payment: _____ Date: _____ check number: _____

Additional payment: _____ Date: _____ check number: _____