

Staff Member \_\_\_\_\_

Customer \_\_\_\_\_

Booked Yes No



## Cleburne Conference Center

### *Renter's Checklist*

- Event Date \_\_\_\_\_ Time \_\_\_\_\_
- Booked (Room name here) \_\_\_\_\_
- I realize that I'm allowed in the Center the time I reserve. Set-up and tear-down must be reserved and paid for.
- I have reserved extra items and understand there are fees associated
  - Stage (\$10 per), Podium (\$10), Sound System/w mic (\$35), Projector (\$25), Dance Floor (\$150), Piano (\$50), Grand Piano (TBD), Alcohol (per policy), Linens (must be reserved and paid through Chamber), Sound and Lighting
- I understand the DJ/Band/Sound restrictions in the facility
- Read and Understand Rules. I have turned in signed copy.
- Read and Understand Alcohol Policy and Understand there are fees associated
  - I have made arrangement with staff
- Received a facility diagram- I will turn it in 2 weeks prior to the event to staff. Make an appointment to come in and talk with staff about final plans.
- Talk to Coordinator/assistants about rules/regulations and pass on any information about event. Make sure all decorating procedures and rules are covered.
- Discuss with Caterer the rules and fees associated with catering (annual, per head, and kitchen) at the Center. Also need to ask caterer what they need for tables and chairs so we can add to set-up diagram
- Set timeline for your event from set-up, ceremony, awards, etc... to clean-up.
- Organize a committee to set-up and tear down and communicate time they should plan on arriving and leaving
- Send out invitations or advertisements. Get clear directions of facility to give out to guest
- Make final payment – Deposit is due at time of reservation.
  - Two weeks prior all fees should be paid and diagrams turned in.
- We always have a staff member present at the facility anytime there is an event is taking place. When you arrive a staff member will sign you in and sign you out. It is important that someone be present to be the responsible party at all times. If questions or concerns arise please contact your staff member. We can be reached at 817-556-8860