



CELEBRATIONS
EVENT CENTER

Event name _____ Date _____

Number of guests _____ Table amount _____

Open or closed by the fireplace

How many seats at head table _____.

Drinks for head table champagne, wine, or beer _____

Day and time you want to decorate _____

Note: You are allowed 2 hrs for decorating the day before the event. Time beyond 2 hrs will be charged at \$100.00 / hr.

Time of arrival on wedding day _____

Event starting time _____ Event ending time _____

Color theme for fireplace and uplighting _____

Morning or afternoon drinks? Price \$ _____

Order of drinks

Catering info:

Catering company _____

Time of serving food _____ Number of people _____ Plate Price _____

Amount due for catering \$ _____

Outdoor ceremony:

Yes / No \$ _____

Do you need sound equipment? _____ We will set and turn on equipment for you.

Rehearsal date and time _____

Starting time _____

Rehearsal dinner \$ _____

Refreshment Bar:

Unlimited coffee, lemonade, water, and ice tea

Yes / No \$ _____

Circle one

Keg beer:

Yes / No One keg equals 177 12 oz glasses.

Circle one

Amount _____

Prepay Total price. \$ _____

Serving time for the bar:

Before Ceremony After Ceremony

Circle one

Open bar _____

Yes / No

Circle one

\$ _____ max amount on open bar Time frame for open bar _____

Notes _____

Liquor or beer request

Note some liquors may not be available

Signature drinks:

Yes / No

Circle one. What kind of drink? _____

Time of serving? _____ How many glasses of drinks? _____

DJ _____ Phone Number _____
Small or large setup window or wall space

Florist _____ Phone Number _____

Decorator _____ Phone Number _____

Special rentals _____ Phone Number _____

Photographer _____ Phone Number _____

Other _____ Phone Number _____

Any special requests?

Payment type Check Cash Card

Check number and amount _____

Cash amount _____

Card transaction number and amount _____

Signature _____

Country Celebrations Event Center

Date _____

Date _____

We look forward to your big day!
Thank You
Country Celebrations Event Center
712-253-8952 Kathy 712-253-8953 Erica

Please fill out this form as completely as possible to ensure all your wishes will be met.