



Rental Checklist

1. Schedule Tour
2. Secure date with \$500 Hold The Date (This is not your security deposit)
3. Pay balance of 50% Deposit within 30 days, along with signed contract
4. Get Event Insurance (Submit to SREC)
<https://www.theeventhelper.com#MawD4Y>
5. Finalize any additional SREC services ie:
Adding AV or choosing dance floor size
and style from us if dancing at event.
6. Pay 2nd 50% - 30 days before event, along with the \$500 Refundable cleaning deposit.
7. Submit AV materials 2 weeks before event
8. Confirm event start, end and access time
9. Caterer schedule walk through
10. Obtain security for events over 250 people
11. Don't forget we do not bus your tables, or take your trash to the trash bay, you are responsible for those arrangements.

Initial _____ Date _____