

UNIONPINE™

EVENT SHEET (TO BE RETURNED WITHIN 12 WEEKS OF EVENT DATE)

BASICS

CLIENT NAME(S): _____ EVENT DATE(S): _____ # OF GUESTS: _____

CONTACT NAME: _____ EMAIL: _____ PHONE #(s): _____

DAY OF

ARRIVAL TIME: _____ DEPARTURE TIME: _____

EVENT START: _____ EVENT END: _____

PREAPPROVED NEXT DAY LOAD OUT TIME: _____

U/P VENUE MANAGER (\$25/HR)

OR (CHOOSE ONE)

U/P EVENT COORDINATOR (\$65/HR)

CATERING ARRIVAL TIME: _____

CATERER: _____ CONTACT #: _____

NO ON SITE CATERER (\$200 FEE)

BAR ARRIVAL TIME: _____

BAR CATERER: _____ CONTACT #: _____

OPEN BAR

DONATION

CASH BAR = TEMPORARY SALES LICENSE

INSURANCE

GENERAL LIABILITY INSURER: _____

HELD BY CLIENT (SPECIAL EVENT INSURANCE)

HELD BY OTHER: _____

HOST LIQUOR LIABILITY INSURER: _____

HELD BY CLIENT (SPECIAL EVENT INSURANCE)

HELD BY BAR CATERER

OPTIONAL RENTALS

GREEN ROOM (\$150)

PARKING LOT (\$150/DAY, 20+ SPOTS)

PROJECTOR (\$75)

SCREEN (\$50)

DISCO BALL (\$50 INSTALLED)

WOOD + ROPE ALTAR (\$150 INSTALLED)

RIBBON BACKDROP (\$150 INSTALLED)

VINTAGE 9' US FLAG (\$150 INSTALLED)

FURNISHINGS

U/P TABLES (\$48/EA)

GREY 'KNOLL' SOFA (\$225)

GREY 'A' SOFA (\$225)

LEATHER SOFA (\$175)

LEATHER CHAIRS (\$75/SET)

BISTRO TABLES (\$15/EA, 6 AVAIL)

PING PONG TABLE (\$100)

8' FOLDING TABLE

6' FOLDING TABLE

STAGES - 4' X 8' (\$75/EA, 3 AVAIL)

BLK CONFERENCE CHAIRS (\$8/EA, 14 AVAIL)

MAPLE CHAIRS (\$6/EA, 5 AVAIL)

ROSEWOOD CHAIRS (\$6/EA, 4 AVAIL)

DARK GREY CURTAINS (\$75/SET OF 4)

MICROPHONE W STAND (\$25/EA, 2 AVAIL)

SURROUND SOUND SPEAKERS (\$150/SET OF 2)

PAYMENT INFO

Balance is due one week prior to event date or 10% late fee will be applied

Complete below to pay via credit card

NAME ON CARD: _____ CARD NUMBER: _____

EXPIRATION: _____ CVV: _____ BILLING ZIP: _____

UNIONPINE™

A GUIDE TO CALCULATING YOUR RENTAL RATE

EXAMPLE (6 HOURS FRI/SUN)

SET UP HOURS : 2 X \$200 = \$400
EVENT HOURS : 3 X \$275 = \$825
LOAD OUT HOURS : 1 X \$275 = \$275
VENUE MANAGER : 6 X \$25/HR = \$150
CLEANING FEE : \$200
TOTAL = \$1850

EVENT HOURS # : _____ x RENTAL RATE \$ _____ = _____

SET UP HOURS # : _____ x RENTAL RATE \$ _____ = _____

VENUE MANAGER HOURS # : _____ x \$25/HR = _____

or EVENT PLANNER HOURS # : _____ x \$65/HR = _____

CLEANING FEE = _____ 200 _____

OPTIONAL

NEXT DAY LOAD OUT : \$400 = _____

ADDITIONAL NEXT DAY HOURS (\$300/HR) = _____

GREEN ROOM : \$150 = _____

AFTER HOURS : + \$100/EA = _____

RENTALS

SOFA(s) (\$225/EA) _____

TAN MODERN LEATHER SOFA (\$175) _____

TAN MODERN LEATHER CHAIRS (\$75) _____

TALL BISTRO TABLE(s) (\$15/EA) _____

PING PONG TABLE (\$100) _____

UNION/PINE TABLE(s) (\$48/EA) _____

STAGES (\$75/EA) _____

SURROUND SOUND SPEAKERS (\$150) _____

CHAIRS (\$8/EA) _____

CHAIRS (\$6/EA) _____

CUSHIONS (\$2/EA) _____

LINENS (\$15/EA) _____

DISCO BALL (\$50) _____

PROJECTOR (\$75) _____

SCREEN (\$50) _____

ALTAR/BACKDROP/FLAG (\$150/EA) _____

MICROPHONES/STANDS (\$25) _____

CAFE BULBS (100' = \$65, 50' = \$50) _____

installation (100' = \$40, 50' = \$20) _____

TOTAL = _____

UNIONPINE™

UP COMMUNITY

BAR CATERING

Please choose your bar catering company from the below list of amazing vendors. Feel free to inquire if you would like to propose a catering company to add. Consideration based on experience.

WISHING WELL//DrinkWishingWell@gmail.com

MERIT BADGE//www.meritbadge.com
Matt@MeritBadge.com

MINT & MIRTH//www.mintandmirth.com
MintAndMirth@gmail.com

MY BARTENDER//www.mybartender.com
Brett@MyBartender.com

PINTS & POURS//www.pintsandpours.net
PintsAndPours@comcast.net

TENDER BAR//www.tenderbarpdx.com
Info@TenderBarPDX.com

OTHER

A/V

Henry V//www.henryvevents.com

PHOTOGRAPHERS

MARGARET JACOBSEN//www.margaretjacobsen.com

MARK MIROCHA//www.markmirochaphotography.com

PHIL CHESTER//www.philchester.com

FLORAL

SOLABEE FLOWERS//www.solabeeflowers.com

THE GREEN DANDELION//www.thegreendanelion.com

DJ

DJ NATURE//www.djnature.com

DJ COOKY PARKER//www.cookyparker.tumblr.com

DJ GREGARIOUS//www.djgregarious.com

LETTERPRESS

STUDIO OLIVINE//www.studio-olivine.com

CATERING

These catering companies are also permitted to handle bar service.

GROUNDWORK www.groundworkcatering.com
Hello@GroundworkCatering.com

BOKE BOWL www.bokebowl.com
Catering@BokeBowl.com

COMPANY TONIGHT www.companytonight.com
NYRick@Gmail.com

CROWN PAELLA www.crownpaella.com
Info@CrownPaella.com

DEVILS FOOD www.devilsfoodcatering.com
James@DevilsFoodCatering.com

EAT YOUR HEART OUT www.eatyourheartout.biz
Chloe@EatYourHeartOut.biz

ELEPHANTS DELI www.elephantsdeli.com/catering
Catering@ElephantsDeli.com

FEASTWORKS www.feastworks.com
Ashley@Feastworks.com

NONG'S www.khaomangai.com
Nong@kmgPDX.com

POR QUE NO www.porquenotacos.com
Catering@PorQueNoTacos.com

SIMPATICA www.simpaticapdx.com
Brett@SimpaticaPDX.com

VIBRANT TABLE www.vibranttable.com
ksobotka@vibranttable.com

RENTALS

CLASSIC VINTAGE RENTALS www.classicvintagerentals.com
Tracy@classicvintagerentals.com

COMMONWEALTH www.commonwealth-rentals.com
Info@Commonwealth-Rentals.com

PARTY PLACE www.thepartyplacepdx.com
Angela@thepartyplacepdx.com

UNIONPINE™

EMPTY LAYOUT

