

UNIONPINE™

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

BASICS

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

DAY OF CONTACT: _____ GENERAL LIABILITY INSURER: _____

PHONE #: _____

SPECIAL EVENT INSURANCE

EMERGENCY CONTACT: _____

OTHER: _____

DAY OF

LOAD IN START: _____ GUEST ARRIVAL: _____

CEREMONY: _____ LAST CALL: _____
(IF APPLICABLE)

LOAD OUT START: _____ LOAD OUT END: _____

NEXT DAY LOAD OUT TIME: _____
(MUST BE PREAPPROVED)

U/P EVENT COORDINATOR (\$75/HR)

OPTIONAL RENTALS

SONOS SOUND SYSTEM (COMPLIMENTARY)
PARKING LOT (\$200/DAY, 40 SPOTS)
GREEN ROOM (\$150)
PROJECTOR (\$75)
PROJECTION SCREEN (\$50)
DISCO BALL (\$50 INSTALLED)
CAFE BULBS (\$200 INSTALLED - 200')
MARQUEE 'BAR' SIGN (\$125 INSTALLED)
WOOD + ROPE ALTAR (\$150 INSTALLED)
VINTAGE 9' US FLAG (\$150 INSTALLED)

VENDORS

CATERER: _____ CONTACT #: _____

LOAD IN: _____ LOAD OUT: _____

NO CATERER (\$200 CHARGE)

BAR CATERER: _____ CONTACT #: _____

LOAD IN: _____ LOAD OUT: _____

OPEN BAR

CASH BAR = TEMPORARY SALES LICENSE

OTHER VENDORS

VENDOR: _____

CONTACT: _____ CONTACT #: _____

LOAD IN: _____ LOAD OUT: _____

VENDOR: _____

CONTACT: _____ CONTACT #: _____

LOAD IN: _____ LOAD OUT: _____

VENDOR: _____

CONTACT: _____ CONTACT #: _____

LOAD IN: _____ LOAD OUT: _____

VENDOR: _____

CONTACT: _____ CONTACT #: _____

LOAD IN: _____ LOAD OUT: _____

FURNISHINGS

U/P TABLES (\$48/EA. 10 AVAIL)
GREY 'KNOLL' SOFAS (\$225/EA, 2 AVAIL)
GREY LINEN SOFA (\$225)
GREY 'SIMPLE' SOFAS (\$150/EA, 4 AVAIL)
LEATHER SOFA (\$175)
LEATHER CHAIRS (\$75/SET)
ERIC TRINE COFFEE TABLE (\$50)
ERIC TRINE SIDE TABLES (\$25/EA, 3 AVAIL)
ASSORTED RUGS (\$50/EA)
MAPLE CHAIRS (\$6/EA, 5 AVAIL)
ROSEWOOD CHAIRS (\$6/EA, 4 AVAIL)
MICROPHONE W STAND (\$25/EA, 2 AVAIL)
WIRELESS MICROPHONE (\$50/EA)
STAGES - 4' X 8' (\$75/EA, 2 AVAIL)
BISTRO TABLES (\$15/EA, 6 AVAIL)
PING PONG TABLE (\$100)

OUTSIDE RENTALS

DECOR RENTALS (TO BE HANDLED BY UNION/PINE)

COMPANY: _____

CATERING RENTALS (TO BE HANDLED BY CLIENT OR CATERER)

COMPANY: _____

CLIENT HANDLING

CATERER HANDLING

UNIONPINE™

UP COMMUNITY

BAR CATERING

Please choose your bar catering company from the below list of amazing vendors or from our list of Caterers.

WISHING WELL//DrinkWishingWell@gmail.com

MERIT BADGE//www.meritbadgeco.com
Matt@MeritBadgeCo.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

PHOTOGRAPHERS

CATALINA JEAN//www.catalinajeon.com

FISCHERS HANDMADE//www.thefischershandmade.com

MARK MIROCHA//www.markmirochaphotography.com

PHIL CHESTER//www.philchester.com

FLORAL

FIORE FLORAL DESIGN// www.fiorefloraldesign.com

SELVA//www.selvafloraldesign.com

SOLABEE FLOWERS//www.solabeeflowers.com

DJ

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

DJ GREGARIOUS//www.djgregarious.com

STUMPTOWN DJ'S//www.stumptowndjs.com

EVENT INSURANCE : Tyler@SureguardIns.com

LETTERPRESS : STUDIO OLIVINE//www.studio-olivine.com

SWEETS : SWEETHEARTS//www.sweetheartstjohns.com
ANNIE'S PIES// www.iloveanniepies.com

CATERING

These catering companies are also permitted to handle bar service.

ARTEMIS FOODS <http://www.artemisfoods.com/>
Josh@ArtemisFoods.com

COMPANY TONIGHT www.companytontight.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

FIELD DAY www.fielddaypdx.com
Info@FieldDayPDX.com

HUNT & GATHER www.huntandgathercatering.com
Laura@HuntandGatherCatering.com

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

SIMPATICA www.simpaticapdx.com
Brett@SimpaticaPDX.com

THE LAMB'S TABLE www.thelambstable.com
Jamie@TheLambsTable.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

EVENT RENTALS NW www.eventrentalsnw.com
Megan@EventNW.com

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

UNIONPINE™

EMPTY LAYOUT

U/P RENTALS:

U/P table
\$48/ea, 10 avail

grey Knoll sofa
\$225/ea, 2 avail

grey linen sofa
\$225

grey 'Lucas' chairs
\$150/set of 2

tan modern leather sofa
\$175

tan modern leather chairs
\$75/set of 2

Grey 'Simple' Sofa
\$150/ea, 4 avail

black/chrome bistro tables
24" diam, 42" tall
\$15/ea, 6 avail

Kettler ping pong table
\$100

Stages (4' x 8' x 10")
\$75/ea, 2 avail

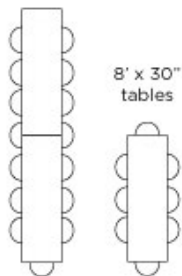
black conference chairs
\$8/ea, 14 avail

chrome & maple chairs
\$6/ea, 5 avail

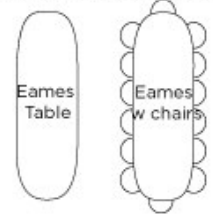
chrome & rosewood chairs
\$6/ea, 5 avail

Microphone & Stand
\$25/set, 2 avail

OUTSIDE RENTALS:



COMPLIMENTARY FURNISHINGS:



Grey 'B' sofa

Lane teak side table

Lane teak coffee table

Thonet chairs

wood bench

wood bench

vintage school chairs
x14

white metal table

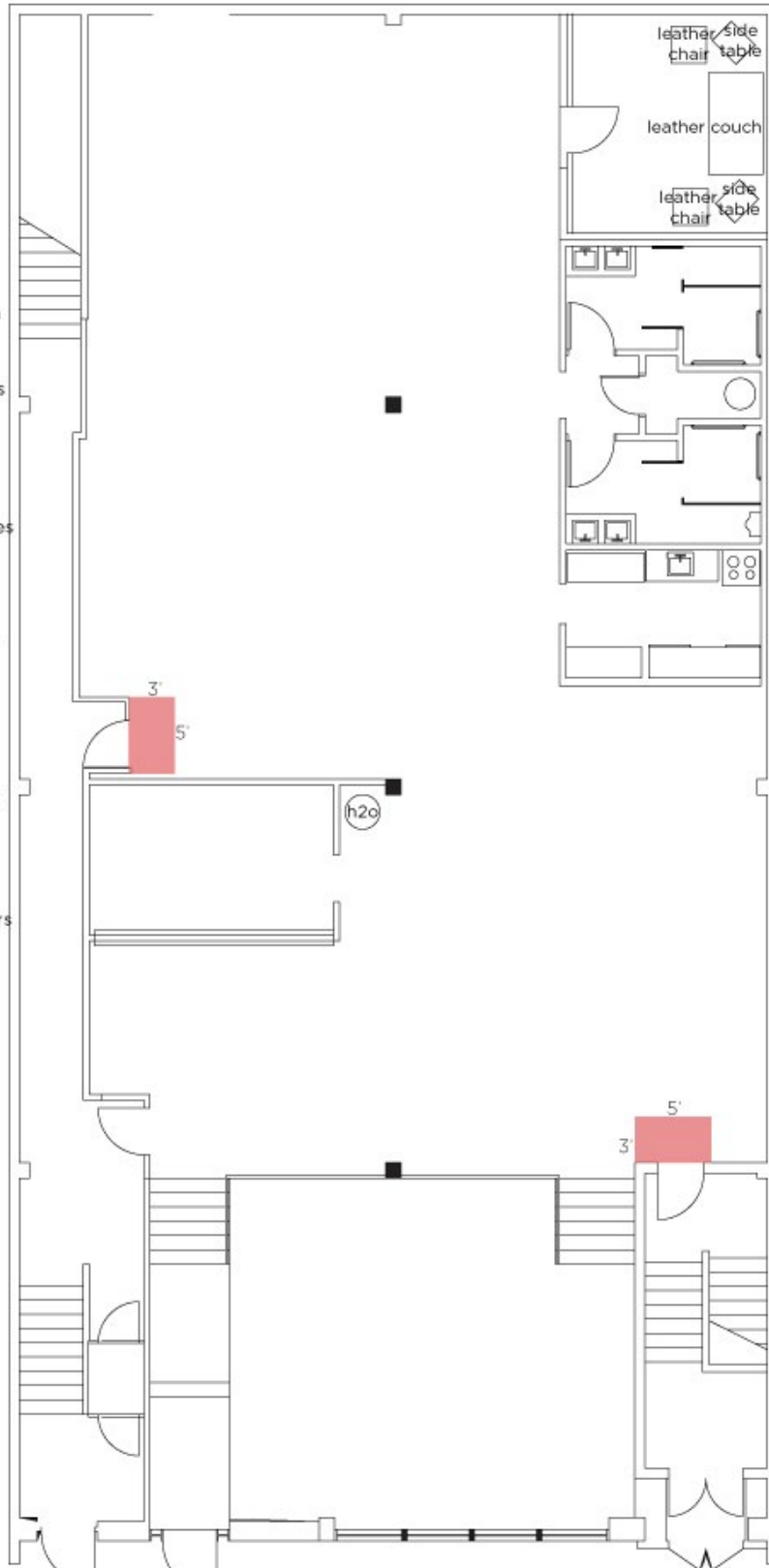
vintage wood table

sawhorse table

8' folding table (x 2)

6' folding table (x 2)

COAT RACK



1/8 scale : 1" = 8'