



# Additional Services Order Sheet

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

You can customize your event with our additional rental items. Please ask the Sanctuary Coordinator to view available items. All inventory is subject to availability. To ensure the best availability, please return this form 90 days prior to your event. Final edits are due 30 days prior to your event to allow for adequate time to prepare items. If you are booking your event within 90 days, work with the event manager to work on your timeline.

## A/V EQUIPMENT

- AUDIO EQUIPMENT--SPEAKER SYSTEM WITH ONE MICROPHONE AND AUDIO PORT. \$ 50
- PROJECTOR (2 AVAILABLE) \$ 25

**TOTAL A/V EQUIPMENT** \_\_\_\_\_

## DECORATIONS

- WOOD CENTER PIECES**  
20 available \$5 EACH # \_\_\_\_\_ X \$5 EACH = SUBTOTAL \_\_\_\_\_
- GOLD CHAIR SASHES**  
140 available \$2 EACH # \_\_\_\_\_ X \$2 EACH = SUBTOTAL \_\_\_\_\_
- VOTIVE CANDLE HOLDERS** (CANDLES NOT INCLUDED)  
around 100 available \$1 EACH # \_\_\_\_\_ X \$1 EACH = SUBTOTAL \_\_\_\_\_
- SILVER CHARGERS**  
around 25 available \$3 EACH # \_\_\_\_\_ X \$3 EACH = SUBTOTAL \_\_\_\_\_
- STAINED GLASS TABLE NUMBERS**  
around 30 available \$2 EACH # \_\_\_\_\_ X \$2 EACH = SUBTOTAL \_\_\_\_\_
- HIGHTOP TABLES** # \_\_\_\_\_ x \$5 each =  
(included in DiYish and Inclusive packages) # \_\_\_\_\_ X \$5 EACH = SUBTOTAL \_\_\_\_\_

**TOTAL DECORATIONS** \_\_\_\_\_



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Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

## SETUP AND CLEANUP

### SET UP *(included in DiYish and Inclusive packages)*

- 0-50 GUESTS \$ 200
- 51-150 GUESTS \$ 500
- 151+ GUESTS \$ 750

- Set up of tables and chairs · Placement of linens, plates, flatware, and glasses rented from the Sanctuary
- Does not include set up of decorations and other outside items

### CLEAN UP *(included in DiYish and Inclusive packages)*

- 0-50 GUESTS \$ 200
- 51-150 GUESTS \$ 500
- 151+ GUESTS \$ 750

- Breakdown of tables and chairs · Removal and cleaning of linens rented from The Sanctuary
- Cleaning of all areas used · Breakdown, removal of decorations, and cleaning dishware.

**TOTAL SETUP AND CLEAN UP** \_\_\_\_\_

## TABLEWARE

### TABLEWARE *(included in Inclusive package)*

\$4 PER PLACE SETTING # OF GUESTS \_\_\_\_\_ X \$4 PER GUEST = \_\_\_\_\_

- 250 sets available · Set of dessert/bread plate, dinner plate, and salad plate in bright white
- Set of stainless steel knife, dinner fork, salad fork, and teaspoon · Set of black glazed coffee cup and saucer and clear 10.75oz water glasses.

**TOTAL TABLEWARE** \_\_\_\_\_

## LINENS

### TABLECLOTHS *(included in DiYish and Inclusive packages)*

120" ROUND - IVORY # OF TABLES \_\_\_\_\_ X \$10 PER TABLE = SUBTOTAL \_\_\_\_\_

132" X 90" RECTANGULAR BLACK & IVORY # OF TABLES \_\_\_\_\_ X \$10 PER TABLE = SUBTOTAL \_\_\_\_\_

### DINNER NAPKINS *(included in DiYish and Inclusive packages)*

DINNER NAPKINS - GRAY # OF GUESTS \_\_\_\_\_ X \$1 PER NAPKIN = SUBTOTAL \_\_\_\_\_

### CHAIR COVERS

IVORY CHAIR COVER # OF CHAIRS \_\_\_\_\_ X \$3 PER CHAIR = SUBTOTAL \_\_\_\_\_

**TOTAL LINENS** \_\_\_\_\_



## THIRD PARTY ITEMS (SUBJECT TO VENDOR AVAILABILITY)

We can help rent items from third party vendors to support your event. Availability is not guaranteed and is subject to vendor inventory. The earlier you order the items, the better chance of securing what you need.

<input type="checkbox"/> <b>ADDITIONAL 6' BANQUET TABLES</b> # _____ x \$10 each =	SUBTOTAL _____
<input type="checkbox"/> <b>ADDITIONAL FOLDING CHAIRS</b> # _____ x \$5 each =	SUBTOTAL _____
<input type="checkbox"/> <b>COOLERS</b> # _____ x \$10 each =	SUBTOTAL _____
<input type="checkbox"/> <b>SECURITY DETAIL (OFF DUTY POLICE)</b> # of hours _____ x \$43.50 per hour =	SUBTOTAL _____
<b>TOTAL ADDITIONAL RENTALS</b> _____	

TOTAL ADDITIONAL SERVICES FEES
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TOTAL A/V EQUIPMENT \_\_\_\_\_

TOTAL DECORATIONS \_\_\_\_\_

TOTAL SETUP AND CLEAN UP \_\_\_\_\_

TOTAL TABLEWARE \_\_\_\_\_

TOTAL LINENS \_\_\_\_\_

TOTAL ADDITIONAL RENTALS \_\_\_\_\_

**ADDITIONAL SERVICES GRAND TOTAL** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Instructions

1. Turn in the additional services order sheet at least 90 days before your event. Changes can be made up to 30 days before event.
2. Add total to the rental agreement to determine payments.
3. Communicate any additional needs or changes to Event Manager at [sanctuary@cmincy.org](mailto:sanctuary@cmincy.org)