



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

- | | |
|----------------------------------------------------------------------------------------------|--------|
| <input type="checkbox"/> AUDIO EQUIPMENT--SPEAKER SYSTEM WITH ONE MICROPHONE AND AUDIO PORT. | \$ 100 |
| <input type="checkbox"/> PROJECTOR (2 AVAILABLE) | \$ 50 |

TOTAL A/V EQUIPMENT _____

DECORATIONS

- | | | |
|---------------------------------------------------------------------------------------------------------------|----------------------|----------------|
| <input type="checkbox"/> WOOD CENTER PIECES
20 available \$5 EACH | # _____ X \$5 EACH = | SUBTOTAL _____ |
| <input type="checkbox"/> GOLD CHAIR SASHES
140 available \$2 EACH | # _____ X \$2 EACH = | SUBTOTAL _____ |
| <input type="checkbox"/> VOTIVE CANDLE HOLDERS (CANDLES NOT INCLUDED)
around 100 available \$1 EACH | # _____ X \$1 EACH = | SUBTOTAL _____ |
| <input type="checkbox"/> SILVER CHARGERS
around 25 available \$3 EACH | # _____ X \$3 EACH = | SUBTOTAL _____ |
| <input type="checkbox"/> STAINED GLASS TABLE NUMBERS
around 30 available \$2 EACH | # _____ X \$2 EACH = | SUBTOTAL _____ |
| <input type="checkbox"/> HIGHTOP TABLES # _____ x \$5 each = | # _____ X \$5 EACH = | SUBTOTAL _____ |

TOTAL DECORATIONS _____



Additional Services Order Sheet

Event Name _____ Event Date _____

SETUP AND CLEANUP

SET UP

- 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

- 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

\$5 PER PLACE SETTING # OF GUESTS _____ X \$5 PER GUEST = _____

- 225 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

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

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"/> ADDITIONAL 6' BANQUET TABLES # _____ x \$10 each =	SUBTOTAL _____
<input type="checkbox"/> ADDITIONAL FOLDING CHAIRS # _____ x \$5 each =	SUBTOTAL _____
<input type="checkbox"/> COOLERS # _____ x \$10 each =	SUBTOTAL _____
<input type="checkbox"/> SECURITY DETAIL (OFF DUTY POLICE) # of hours _____ x \$60.00 per hour =	SUBTOTAL _____

TOTAL ADDITIONAL RENTALS _____

TOTAL ADDITIONAL SERVICES FEES

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