

Event Date:

Client Name:

TIME	WHAT	WHERE
	Set up begins	
	Caterer Arrives	
	Bartender Arrives	
	DJ or Band Setup	
	Soundchecks	
	Venue all ready	
	GUESTS ARRIVE	
	Event Start	
	Last Call for Alcohol	
	Bar Closes	
	Clean up begins	
	Exit Venue	

- TABLES (1st Floor) 6' Rectangle: ____ 8' Rectangle: ____ Rounds: ____ Tall: ____
- TABLES (2nd Floor) 6' Rectangle: ____ 8' Rectangle: ____ Rounds: ____ Tall: ____
- PROJECTOR, SCREEN, CABLE: Great Hall (2nd Floor): _____ Gallery (1st Floor): _____
- SOUND: Great Hall _____ Gallery _____ (*Simple -or- *Full Band*)
*Full band requires Abbey Sound Tech

EQUIPMENT USE NOTES:

Catering:

Company: _____

Day of Manager: _____ Phone: _____

- Off-list caterers: Manager must attend onsite planning mtg with client and sign use agreement
- Three large bags of waste allowed to put in Abbey dumpsters (1 compost, 1 recycle, 1 garbage)
- Note specific parking needs (food truck, pizza trailer, etc): _____
- If rentals staying overnight all food must be washed off rental plates and stored properly.

Event Coordinator:

(Name) _____ (Signature) _____

Phone: _____ Email: _____

- Agrees to be point of contact between Abbey Staff throughout event if Renter is unavailable
- The event coordinator will be first to arrive/Last to leave (cannot be Bride or Groom)
- Will NOT drink during event, is considered to be acting on behalf of Renter
- Will complete pre and post event walkthrough with Abbey Staff Member

Bartender:

(Name) _____ (Signature) _____

- Will NOT drink any alcohol during or before shift
- Will NOT serve minors / Will NOT over serve guests / Will not serve alcohol outside of specified times
- Will respect the Fremont Abbey Staff requests and protocols

Music / Other:

(Name) _____ (Signature) _____

- **MUST HAVE** working knowledge of sound equipment set up
- Will handle any Fremont Abbey Equipment used with utmost care
- **MUST** respect Fremont Abbey staff direction and sound levels
- Understand there is a **10pm City of Seattle noise ordinance** and the Abbey's rooms are very live acoustically. Volume must be at a respectful level, at the full discretion of Abbey staff.

Security / Ushers:

(Name) _____ (Signature) _____

- Will monitor all drinking and prevent drinks from going outside or off the premises
- Maintain order & civility at all times
- Only allow approved guests / attendees in the Abbey
- Perform security sweeps of outside sidewalks periodically to keep a quiet neighborhood

NOTES
