

Abbey Arts: Event Timeline

Client Name :	Date :
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TIME	WHAT	WHERE
	Rental Delivery	
	Entry Time (OFFICE USE ONLY)	
	Set up begins	
	Caterer Arrives	
	Bartender Arrives	
	DJ or Band Arrives	
	Sound check (Start & End time)	
	Venue ready - final check	
	Open - *GUESTS ARRIVE*	
	Program Start	
	Volume check (10pm City Noise Ordinance)	
	Last Call for Alcohol (2.5hr before exit)	
	Bar Closes (2hr before exit)	
	Clean up begins (1.5hr before exit)	
	Exit Venue (OFFICE USE ONLY)	
	Rental Company Pick up	

Please NOTE: Rental drop-off and pick-up must be by a rental company and approved/confirmed with the Events Manager in writing via e-mail for tracking purposes.

ABBEY AV EQUIPMENT:

- DIGITAL PROJECTOR & SCREEN: Great Hall (2nd Floor): _____ Gallery (1st Floor): _____
*Clients must bring own adaptor to VGA input. Equipment functionality not guaranteed.

- ABBEY SOUND EQUIPMENT NEEDED?

YES | NO Client sign: _____

IF YES, SPECIFY WHICH SOUND SYSTEM(S): Great Hall _____ Gallery _____
 (Write in *Simple* -or- **Full Band*)

*Full band requires Abbey Sound Tech see page 3 for details. Sound on both floors may be extra fee.

Event Coordinator (Required):

- I agree to be primary point of contact throughout event and monitor all programs & schedule.
- I will be the first to arrive/Last to leave (cannot be Bride/Groom/Birthday person/etc.)
- I will NOT drink alcohol during event.
- I will monitor door staff to ensure no alcohol goes outside.
- I am acting on behalf of Renter to fulfill all contract terms including City noise ordinance at 10pm.
- I will complete pre and post event walkthrough with Abbey House Manager and sign off on any damages.

Name: _____ (Signature) _____

Cell phone: _____ Email: _____

Catering Company:

- Off-list caterers: Manager must attend onsite planning meeting 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 by catering staff.

Day of Manager: _____ Phone: _____

Bartender (Day of):

- MUST have a valid MAST permit if over 100 attendees.
- Will NOT drink any alcohol during or before shift, following all WA State Liquor Control laws
- 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

(Name) _____ (Signature) _____

DJ / Music / Technical:

- **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.

(Name) _____ (Phone) _____ (Signature) _____

Security / Ushers:

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

(Name) _____ (Signature) _____

Photo / Video:

(Name) _____ (website) _____

(E-mail) _____

NOTES:

EQUIPMENT USE NOTES

<p>OFFICE USE ONLY Paid? Y / N Initial _____</p>
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EXTRAS (all extra services are not included until payment has been received)

_____ Extra hour(s) Please specify when? _____

_____ Off list Caterer | self-catering (please circle one)

_____ Sound system on an additional floor

_____ Sound Upgrade to *Full Band PA | Please specify tech shift time _____

_____ Bartender | Please specify shift time? _____

_____ Option to leave all of your garbage (extra dumpster fee)

_____ Tune the piano prior to event (day of or day before)

_____ Abbey Labor (Please circle) Set up | Break down | Cleaning | Special

Description of special: _____

<p>OFFICE USE ONLY Initial _____</p>
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