



EVENT INFORMATION FORM

Congratulations! Thank you for considering our business during this exciting time. The Party Place is committed to providing an overall excellent and seamless experience for all of our customers. So that we are as prepared as possible, please provide the following information as it applies to you. We look forward to meeting with you and sharing our ideas. See you soon!

Customer Information:

Name _____ Phone # _____ Email _____

Other Contacts? _____

Home/Billing Address _____

Event Information:

Type of Event _____

Name of Event Site _____

Address of Event Site _____

Delivery Date/Time _____ Pick up Date/Time _____

Special Delivery/Pick up Instructions _____

On Site Contact Name _____ Phone # _____

Caterer/Coordinator _____

___ Sepcialty Linens/Overlays

___ Candelabras

___ Centerpeices

___ Bar Equipment