

ST. FRANCIS HALL

DEADLINE REMINDERS

After contract signing...

- Book your caterer
 - Use our pre-approved caterer list for vendors most familiar with the Hall
 - If you elect to choose a caterer not on the list, be sure they are licensed and insured and remember to send us the additional \$500 refundable security deposit.
 - Remind all caterers to review Caterer's Responsibilities checklist
 - Ensure all caterers send us proof of their license and insurance naming St. Francis Hall as an additional insured (due no later than 30 days prior to event)

- Purchase personal liability insurance
 - See document outlining requirements and recommending vendors

2-3 Months Out...

- Schedule a walk-through
 - Caterers and coordinators (if applicable) are REQUIRED to attend the walk through.
 - We will send you a Sign Up Genius to schedule your time.
 - Walk-throughs should take place 30-60 days prior to your event

- Confirm liquor license
 - If alcohol is being served at your event, a DC issued liquor license must be presented.
 - If your caterer is serving alcohol, confirm they have a DC license and have them email or fax to us (stfrancishall@gmail.com or 866.595.1484)
 - If you are providing alcohol, follow instructions on Liquor License document

- Confirm final event times
 - When your event times have been finalized, please email them to us so that we can appropriately schedule staffing and open houses.

1-2 Months Out...

- Attend Walk Through with Caterer and Coordinator (if applicable)
- Complete and email Final Details form to stfrancishall@gmail.com
- Mail the following to us at 9532 Liberia Avenue, Box 815, Manassas, VA 20110
 1. Final payment (we accept personal checks, money orders or cashiers checks)
 2. Any extra amount due for additional time (\$400/hour), chair rental (\$5 each), chair cushions (\$1 each)
 3. Proof of personal liability insurance (can also be emailed if preferred)
 4. Proof of caterer's license/insurance (can also be emailed)
 5. Liquor license (can also be emailed)

2-3 Weeks Out...

- We will send you a Final Confirmation Document for you to finalize equipment needs, sign and return.

1 Week Out...

- Relax and look forward to a WONDERFUL celebration!