

## MIRADOR EVENT - EVENT PLANNER

### INSTRUCTIONS

On the left of the planner is the Mirador Activity. Place a mark next to the activity that most closely matches your event. This helps identify the services that will be required for your event.

The basic setups are dinner, which uses tables and chairs, and theater which uses chairs only. Specialty setups are auction, craft show and youth activity.

Details can be provided in the *instructions* part of the form or on the floor plan of the premises. If separate layout instructions are provided, check *See Attached Sheet* in the instruction block header.

Attendance is the estimated count of persons in attendance. Accessories and the event set up is determined by the count. For example it will tell us the number of tables and chairs to have for a dinner.

The Event day or days of the week are important for scheduling. If an event is to happen every week on a day, enter *all* on that day. If the event is to be scheduled for several days in a row only once, put *1* in each of the days. If it is to happen for a number of weeks on a day, put the number of weeks next to that day.

Put the first choice starting month (mm), day (dd) and year (yy) and on the following line the ending date for the first choice. If another choice is possible, place it on the following lines.

The Start Time and End Time apply to event itself and not the preparation or cleanup. The Entry Time is the time the client wants to enter for decoration, food preparation or other preparatory activity. The lock up time is the time the client has completed any specified cleaning, removed equipment and locked up the premises.

If Wine, Champaign, or Beer is to be served, check the box next to *Wine Beer*. The client must obtain a single use permit from NYS. The form can be found: (<http://www.sla.ny.gov/system/files/special-event-permit-081512.pdf>) or On Mirador Event Web Site Home Page *Special Event Permit Application*. If the form has been submitted to New York State Check the box marked *Spc Permt*.

If Liquor is checked the client must hire a licensed person to operate this service. Check the box marked *License* if a licensed person has been hired.

A copy of the Permit or License must be submitted to Mirador Event prior to the event.

The contact person is the one who is organizing the event. This may not be the person actually holding responsibility for it. For example the bride or committee chairman may organize while the father of the bride or president is the responsible person.

Provide all the information for insurance and attach a copy of the certificate of insurance naming Candlehouse as "also insured". Or, provide insurance details for Mirador to follow through.

If an alcoholic beverage server has been hired, provide the name and NY license Number.