

MARINA VILLAGE EVENT DETAILS FORM

Client is required to fill out & send in this form no later than 2 weeks prior to their event.

CLIENT NAME: _____

DATE OF EVENT: _____

ROOM (AND/OR) LAWN: _____

5 HOUR EVENT TIME: _____

CEREMONY START TIME (IF APPLICABLE): _____

WILL YOU BE EXTENDING YOUR PARTY BEYOND FIVE HOURS ? Y [] N []

(OPTIONAL, BUT NOT TO EXCEED MIDNIGHT) **HOW MANY** (2 MAX.)? _____

CATERER: _____
(CONTACT OR COMPANY NAME, PHONE NUMBER)

DJ: _____
(CONTACT OR COMPANY NAME, PHONE NUMBER)

MARINA VILLAGE SHOULD MAKE DAMAGE DEPOSIT CHECK PAYABLE TO:

NAME: _____

ADDRESS: _____

CLIENT SIGNATURE: _____

MARINA VILLAGE STAFF SIGNATURE: _____

You may send this form via mail to : **MARINA VILLAGE**
1936 Quivira Way, San Diego, CA 92109
You may send this form via fax to : **619-222-0634**

Please call ahead if you will be sending this via email.