



Info@WatersEdgeDL.com

Event Details & Floor Plan

Please fill out the entire form and submit with your full catering, bartending, and equipment rental agreements, as well as your event timeline.

Event Date: _____

Client Name: _____

Day-Of Event Contact Name: _____

Day-Of Event Contact Number: _____

Total Number of Guests: _____

Set-Up Start Time: _____

Time Guests Scheduled to Arrive: _____

Event End Time (Guests Depart): _____

Clean-Up End Time: _____



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IMPORTANT REMINDERS:

- Vendors must arrive at the end time to pick up all rented/décor items and remove items from the venue before 12:00am
- All trash must be removed from the venue and placed in the outside dumpster at the end of the evening. A cleaning charge will apply if trash or messes are left unattended to.
- Waters Edge is not responsible for personal or décor items left at the venue.

Vendor Information:

Caterer: _____ Phone: _____

Beverage Service: _____ Phone: _____

Rental/Décor: _____ Phone: _____

Rental/Décor: _____ Phone: _____

DJ/Band: _____ Phone: _____

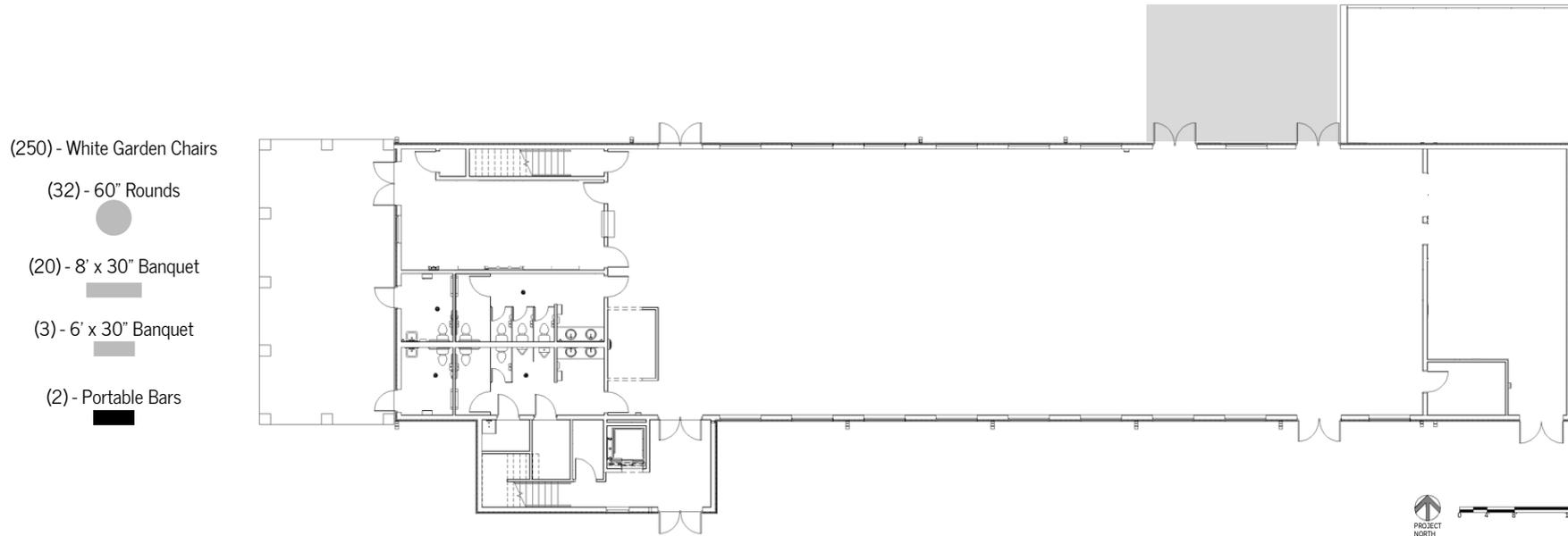
Florist: _____ Phone: _____

Bakery: _____ Phone: _____

Planner: _____ Phone: _____

Please draw in your tables and include the number of chairs per table.
For assistance, please contact the Facility Manager at info@watersedgedl.com
Waters Edge will set the room per your floor plan.

If the ceremony is onsite, Waters Edge will use the reception chairs per your ceremony specifications. Please discuss with your caterer if any room modifications need to be made during the event, including bringing the chairs into the facility from the ceremony site.



Please Check One:

Waters Edge Chairs

Rented Chairs

*If renting chairs, you as the client or the rental company will be responsible for setting up the chairs

All images used are for illustrative purposes only and are intended to convey the concept and vision for the venue space. They are for guidance only, may change as work progresses and do not necessarily represent a true and accurate depiction of the finished product and specification may vary.

Floor plans are intended to give a general indication of the proposed layout only.