



Don't Forget...

Date Contract is Signed

- PAY Deposit to Venue (\$7,100.00)
- SIGN Contract
- PAY Deposit to Caterer (\$3,000)
- PAY Deposit to Coordinator (\$900-1,200)

If Not Collected:

- Event cannot be held
- Event cannot be held
- Event cannot be held
- Event cannot be held

4-Months Prior to Event

- MEET with Caterer - Contact Pablo@CPCatering to set up a meeting
- MEET with Coordinator - Contact Karen@BellaDiaWeddings.com to set up a meeting

3-Months Prior to Event

- PAY Deposit to Venue
Based on estimated 90-day guest count.
 - SCHEDULE Rehearsal*
- 1% of overdue amount added to final bill (See contract under 'Rent'). Event may be considered cancelled, by you.
You won't get priority for rehearsal time.

1-Month Prior to Event (or earlier)

- SEND VENUE Proof of Insurance
- Event cannot take place

10-Days Prior to Event

- SEND Final Guest Count
Give to Barbara & Pablo
E-mail: barbara@hartleybotanica.com / pablo@cpccatering.com
- Venue & Catering will not be responsible for lack of tables, chairs, food, etc. on Date of Event. Most recent guest count will be used to determine final billing.

7-Days Prior to Event

- PAY Final Balance based on final guest count
- 1% of overdue amount added to final bill (See contract under 'Rent').

* Rehearsals are scheduled by your Professional Event Coordinator included in the package. For Rehearsal Only we block off a 1-hour timeframe. For Rehearsal plus Dinner, we block off a 3-hour timeframe.

** Optional. This will be used to make sure the valets are letting in ONLY invited guests. If you do not want valet to check-in your guests, you will not need to provide this.