

Chateau Morrisette Event Timeline

Name of Event or Function:		Responsible Party:	
Date of event:		Time of event:	
<u>Prior to / after Event</u>	<u>Date to be completed</u>	<u>Description</u>	<u>Guest Acknowledgment (please initial each)</u>
Today		A deposit to hold the date and time for your event is due. Date will not be held until the Event Agreement and this Event Timeline are signed and returned and the deposit is paid.	
		Acknowledgement of Acts of God, inclement weather policy, cancellation by CM, safety of staff and guests paramount.	
		Total charges will include a 20% gratuity, 5% Va sales tax and any other state and local taxes in effect on the day of your event. Menu and wine price do not include these taxes.	
60 days		Preliminary guest count, table arrangement and any special setup requests due. Notification of valet parking requirements, if any.	
45 days		CM to provide a preliminary <u>estimate</u> of all charges. All menu prices are estimates. All prices in this estimate are subject to correction or modification due to market fluctuations, errors and omissions and/or circumstances beyond our control.	
30 days or more		Last chance to cancel and obtain refund of deposit. Notice of Cancellation thirty (30) days or more before your event date will secure a refund of your deposit.	
28 days		This is a critical deadline. Failure to provide any of the following will result in cancellation of your event and loss of your deposit.	
		Menu Selections Due.	
		Final Table Arrangement plan due	
		Special Setup requirements due	
		Valet Parking needs due.	
21 days		Vendors' consent letters required.	
		Certificate of Insurance detailing insurance coverage for any outside vendors due.	
		Certificate must name Chateau Morrisette, Inc as an additional named insured.	
14 days		All room charges, setup charges, rental fees, special order beverages and 50% of estimated count food bill due and payable.	
		Review of Final Menu Selections and pricing. Written acknowledgment required. Sign and fax back to 540.593.2868	
		Special Order Wine and Beer selections due	
7 days		VERY IMPORTANT DEADLINE. All items below must be completed. Failure to do so will result in the cancellation of your event and lost deposits.	
		Final changes to number attending your event. Your invoice will reflect this number of attendees (final count). If no update is provided, the original estimated count will be used. CM, at its sole discretion, reserves the right to refuse service to any guests above the final count or the original estimated count whichever is greater.	
		If actual count of those attending is less than your final count then: You will still be charged for the final count.	
		If actual count is over final count by 2% or less>extras are at same price	
		If actual count is over final count by 2.1% but less than 10%>extras are @ 120% of original per person charge	
		If actual count is over final count by 10.1% or more >extras are @ 140% of original per person charge	

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Event Date		Your Event is scheduled for this date	
Hours		Room, tent or lawn available for decoration	
Hours		Area of your event is open for your guests	
_____ a.m./ p.m.		Event to begin	
_____ a.m./ p.m.		Food and Beverage Service to begin	
_____ a.m./ p.m.		Event to end	
__ Hours before until __ hours after		Valet parking, if arranged previously, will be available.	
Immediately following end of event		All outside vendors must remove any of their materials, equipment from the designated area	
Immediately following end of event		Inspection of designated area for damage by outside vendors, guests	
Immediately following end of event		Final payment due in full	