

## What We Provide

The space will be set up upon your arrival based on the discussed head count and layout for your event. There will be a confirmation approximately a few days before event day. Set-up includes:

- Tables
- · Chairs
- Linens
- Wooden Archway
- Large and Small Golden Arches \*optional
- · Two catering tables in the back of the room
- · Additional small gift or cake table \*optional
- Two kitchen-sized garbage cans with bags in each
- Microwave
- Mini Refrigerator
- · Bar Cart
- Single-serving Keurig
- Fully stocked bathroom
- · Chalk Board with Chalk to personalize
- Preferred Local Vendors
  - Catering www.cathyscreativecatering.com
  - Baking (decorative sugar cookies/cakes) email: amymboll@yahoo.com
  - Balloon Arches @babygotballoons on Instagram for inquiries
  - Traveling Pop-Up Bar www.thebuzzgypsy.com
  - Event Planning/Decor @mixedelemenentsllc on Instagram
- Self Check-in and Out

## What You'll Provide (all optional)

- · Catering/Food Coordination
- Drinks
- · Ice for Beverages
- Tubs for keeping drinks cold if needed
- Garbage Bags if you plan to use more than the two provided
- Utensils/Napkins/Plates
- Extra Paper Towels if you plan to use more than the one roll provided
- Decorations (no confetti, balloons with confetti inside, glitter, or adhesives on walls)
- Place settings/Center Pieces
- Respect and Love for all of the furniture and decor in the space!