

# HOST GUEST GUIDE: VENUE DEADLINES

Date of my event: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**TO RESERVE | Date:** \_\_\_\_\_ (The date I submitted my reservation)

- ☐ **Signed Venue Agreement Attached To Online Reservation Request**  
Or emailed to [gather@plentymercantile.com](mailto:gather@plentymercantile.com) after online submission
- ☐ **Copy of Credit Card Attached To Online Submission for Payment 1**  
Or emailed to [gather@plentymercantile.com](mailto:gather@plentymercantile.com) after online submission
- ☐ **Copy of ID Attached To Online Submission** [Both partners if wedding]  
Or emailed to [gather@plentymercantile.com](mailto:gather@plentymercantile.com) after online submission
- ☐ **Receipt of Payment 1 Received from PLENTY**  
This will be emailed to you straight from our payment processing software
- ☐ **Reservation Confirmation Received from PLENTY**  
This will come as an email REPLY to your Reservation Request Submission
- ☐ **DETAILS MEETING booked with Venue for:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Use Page 2 of this Host Guide (DETAILS MEETING PREP) to prepare  
[Book Details Meeting Online Here](#)

**45 DAYS-ISH BEFORE | Date:** \_\_\_\_\_

- ☐ **Expect an email to schedule your DETAILS MEETING with permission to run Payment 2**
- ☐ **Be preparing and planning for:**  
Plan A and Plan B (poor weather) layout.  
Who is helping execute your vision on the day of the event?  
What rental add-ons will you want from PLENTY?  
Vendors know when their access begins and ends.

**30 DAYS BEFORE | Date:** \_\_\_\_\_

- ☐ **DETAILS MEETING with PLENTY on-site with those helping me execute the event.**  
Bring your planner or coordinator.  
Bring a completed PAGE 2 of this HOST GUIDE to the best of your ability
- ☐ **Payment 2 Charged (Remaining Reservation Fee)**  
Non-refundable within 30 days of event. Charged in full if booking within 30 days.
- ☐ **Security Service Paid:**  
\$120.00 Check to CW Security (give to PLENTY) or Venmo @CW\_Security]
- ☐ **Event Liability Insurance Purchased & Sent To PLENTY.**  
[Eventhelper.com](http://Eventhelper.com) is simple and sufficient. [PLENTY is not an affiliate.]
- ☐ **Additional Hours Confirmed and Approved To Charge**  
\$300 per additional hour (Firm limitations do apply, please confirm.)

**14 DAYS BEFORE | Date:** \_\_\_\_\_

- ☐ **PLAN A Floorplan** Submitted to PLENTY
  - ☐ **PLAN B Floorplan** Submitted to PLENTY (Weather Plan)
  - ☐ **Rental Add-Ons from PLENTY** Confirmed & Approved To Charge
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# HOST GUEST GUIDE: DETAILS MEETING PREP

Date of my event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Setup Can Start At: \_\_\_\_\_ Load Out & Clean-Up Complete By: \_\_\_\_\_

This is your Reservation Access Start and Access End. The block reserved includes all setup, the party, and all breakdown including cleanup and complete load out. The Venue will not open for early arrivals. Late departures (by host, guests, planners, or vendors) result in an hourly rate charged to the host's card on file at the rate of \$300.

Host Arrival: \_\_\_\_\_

Invitation Says Event Begins : \_\_\_\_\_

Host Depart: \_\_\_\_\_

Invitation Says Event Ends: \_\_\_\_\_

Open Venue Doors To Guests At: \_\_\_\_\_

Guests often arrive up to 30 minutes early. We can hold in the shop and kindly communicate when doors open. This allows you to finalize details and open strong.

VENDORS	COMPANY & PERSON	ARRIVE SETUP	DEPART REMOVE	PLACEMENT (Up, Down, Both)	DETAILS & TRANSITIONS (Executed by Host, not Venue)
MUSIC					
FLORAL					
OUTSIDE RENTALS					
PHOTO VIDEO					
CAKE					
OTHER					
<u>CATERING</u>					Circle: Food Up      Circle: Full-Service Food Down      Drop-Off
<u>ALCOHOL</u>					Circle: Bar Up   Bar Down Bar Opens at _____ Last Call at _____ Bar Closes at _____

## HOW TO PLAN YOUR BAR SERVICE:

- Alcohol cannot be consumed on site before your contracted bar service begins.
- Last Call must be 15 minutes prior to bar closing.
- Bar must close a minimum of one hour before your venue Access Block Ends.

Example: If my Reservation (Access Block) is 12pm-12am, no one can drink on site until my bartender arrives and begins service. My hired bartender must close my private bar no later than 11pm, so last call can be no later than 10:45.

•Self-Serve alcohol is illegal at a licensed establishment. Only licensed, insured, employed, vetted, and approved bartending companies may serve at PLENTY. Alcohol cannot be consumed on premises, without a hired and approved bartender attending and serving it. This is Oklahoma State Law.

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