

# Application

## CONTACT INFORMATION

Contracting Parties: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

## EVENT INFORMATION

Wedding Date \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Event Start Time \_\_\_\_\_ \*Event Ends \_\_\_\_\_

\* In order to comply with local noise ordinances, the 11 pm curfew must be observed: the music must stop playing and the bar(s) must stop serving at 11 pm.

WEDDING COORDINATOR - Can be supplied with Contract Agreement

*Note:* The Wedding Coordinator is whomever is designated to perform this role by the Contracting Party. Chesterwood does not provide staff or outside consultants to perform this role.

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

## DATE FOR WALK-THROUGH

No later than 30 days before the wedding and should include wedding coordinator and caterer. An approved list of vendors accompanies this application. Other vendors may be selected only if approved by the Chesterwood Superintendent of Buildings and Grounds. The approval process requires a visit to the selected event sites.

Requested Date for Wedding Client Walk-through \_\_\_\_\_

This date is subject to availability of Chesterwood Staff and will be confirmed by email or letter.