



# Portola Event Planning

*Showers, Teas, Retreats, Dinner Parties, Photo Shoots*

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Guest/guests of honor: \_\_\_\_\_

Hosted by: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cellphone: \_\_\_\_\_

## Planning Sheet:

1. Estimated # of guests: \_\_\_\_\_
2. What food will be served?
3. What beverages will be served? Alcohol?
4. Will there be entertainment or special activities?
5. Do you have special parking or access needs?
6. What are your decorating plans?
7. If vendors are involved, please complete the Wedding & Reception Vendor Checklist.



## Site Fee\*:

- Up to 10 guests: \$375
- Up to 30 guests: \$500  
(Without caterer, \$750)
- Up to 60 guests: \$1,000  
(Without caterer, \$1,250)

\*(For larger parties use the checklist and fees for Weddings and Receptions.)

**Payment Schedule (Non-refundable after due date)**

1. \$250 fee due when your event is booked.  
**Amount due: \$250    Date due: \_\_\_\_\_    Paid: \_\_\_\_\_**
2. Balance due one month prior to your event date.  
**Amount due: \_\_\_\_\_    Date due: \_\_\_\_\_    Paid: \_\_\_\_\_**
3. Event insurance may be required.

Two weeks before event any additional fees are due:

4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____