



## CONTACT INFORMATION

Event Host

Contact Name  Phone  Email

Mailing Address

## EVENT INFORMATION

Event Name

Event Date  Event Time

Set Up Date  Tear Down Date

Person on Premises  Phone

## EVENT DETAILS

Tables	Size	Number of Tables	Tablecloths	Number of Chairs
<input type="checkbox"/>	5' Round <i>Seats 8</i>	<input type="text"/> 5' Round <i>25 Available</i>	<input type="checkbox"/> White	<input type="text"/>
<input type="checkbox"/>	32" Round Cafe <i>Seats 2</i>	<input type="text"/> 32" Round Cafe <i>10 Available</i>	<input type="checkbox"/> Black	
<input type="checkbox"/>	High Top Cocktail	<input type="text"/> High Top Cocktail <i>10 Available</i>	<input type="checkbox"/> None	
<input type="checkbox"/>	8' Rectangle <i>Seats 10</i>	<input type="text"/> 8' Rectangle <i>25 Available</i>		
<input type="checkbox"/>	6' Rectangle <i>Seats 8</i>	<input type="text"/> 6' Rectangle <i>6 Available</i>		

Stage 4'x8' Sections *6 Available*  Yes  No **Quantity Needed** *Please indicate stage location(s) on page 2.*

Podium	<input type="checkbox"/> Yes <input type="checkbox"/> No	• Outlets and hooks for drape lights, greenery & chiffon throughout.
Beverage Bar	<input type="checkbox"/> Yes <input type="checkbox"/> No	• Free wireless internet for guests and password protected for facilitators.
Garbage Cans	<input type="checkbox"/> Yes <input type="checkbox"/> No	• For our local trusted vendors, please visit <a href="http://AitkinWeddings.com">AitkinWeddings.com</a>
Blackout Shades	<input type="checkbox"/> Yes <input type="checkbox"/> No	• Please no live candles.
7 ft. Hoop	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Stair Lanterns <i>30 Various sizes</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you want this event publicized on The Ripple Center's website? <input type="checkbox"/> Yes <input type="checkbox"/> No
LED Candles <i>60 Various sizes</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Person Making Request

Date

# THE RIPPLE CENTER

info@TheRippleCenter.com



For questions, call 218-513-9339

**EVENT MAP:**  
Hodgeden Opera House  
Upper Level

