



Venue Rental Checklist

We are thrilled you have selected Pearl as the venue for your upcoming special event! Please complete the following client to-do checklist and let us know if you have any questions. We are here to help every step of the way. On behalf of the Pearl Venue Team, we thank you for your business. - *Kelly Moody, Venue Manager*

To-Do List:

- Read the Use Contract to make sure event times, headcount, etc. are accurate, and then sign on page five.
- Write check for the deposit – half of the total rental fee, listed on page two of the contract.
- Contact AV Technical Support for any Audio Visual needs, including special lighting, PowerPoint presentations, etc. (Email JM@avtsgroup.com; phone 210-865-5882.) *On the day of your event, Pearl Event Staff will not be held responsible for any audio visual needs. Client is responsible for contracting these services.
- Lock in caterer from Pearl approved list.
- Pay remaining amount due two months (60 days) prior to your event date.
- At least two weeks prior to your event, fax (210.222.2575) or email (hcaldwell@pearlbrewery.com) the Event Vendor List, page eleven of the contract.
- Let us know how we are doing at any point during your event planning process – your feedback is welcome and appreciated.