



We appreciate your interest in booking events at the Craneway Pavilion. The more information you provide about your event, the more accurate our pricing and availability information will be. Please email your completed form to [gala@craneway.com](mailto:gala@craneway.com). Thanks.

### Host

Company Name:

First Name:

Last Name:

Email Address:

Phone:

Alt. Phone:

Address:

City:

State:

Zip:

### Event specs

Event Name:

Event type:

Public  Private

Event host:

Company  Event Planner  Individual

Non-Profit?:

Yes  No

Event Budget:

# of Guests:

Space Needed:

15,000 sq ft  30,000 sq ft  45,000 sq ft

Additional Conference space/Break-out Rooms  Boat dock

Event Date: *mm/dd/yy*

Flexibility?:

No, I need that date

Yes, I have a backup date

Alternative Dates: *mm/dd/yy*

Event time:

Start Time:

End Time:

Load In?:

Yes  No

Load Out?:  Yes  No

Catering:

Buffet  Sit Down  Hors D' Oeuvres  Specialty

No Catering  Outside Caterer

Bar Service:

No Alcohol

Non- Alcoholic beverages only

Hosted bar- full

Hosted bar- beer & wine only

Cash bar- guests pay  Specialty

Amenities:

Tables  Chairs  Internet

Meyer Sound System  Microphone(s) only  AV Engineer

I-LED Video Screen  TV Screen

Stage  Speaker's podium

Lighting (in addition to house lights)

Prep-kitchen  Coat Racks  Lift+operator  Outdoor tents

Attendants  Valet  Other

Where did you hear about us?:

Referred by:

Additional Comments:

**CRANEWAY PAVILION**

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