

The Byron Colby Barn

AT PRAIRIE CROSSING

Event Details

Event Date: _____ Company Name, If Applicable: _____

Renter's Name: _____ Phone #: _____

Email: _____

Renter's Address (for return of deposit): _____

Event Time: From _____ To _____ Time of Renter's Arrival at Barn: _____ Time of Photos at Barn: _____

Attendance: _____ Use of Silo? _____ Use of Piano? _____ Rehearsal Date/Time: _____

Caterer: _____ Contact and Phone #: _____

Buffet _____ Plated _____ Family Style _____ Beverage Drop Off _____/Pick Up _____ Thursday Set Up? _____

Day-Of Coordinator: _____ Contact and Phone #: _____

Bartender: _____ Contact and Phone #: _____

Bakery: _____ Contact and Phone #: _____

Florist: _____ Contact and Phone #: _____

Music: _____ Contact and Phone #: _____

Rental Company: _____ Drop off _____ /Pick Up _____ Set Up Details: _____

Hotel: _____ Shuttle Pick Up Time(s): _____

Additional Vendors & Drop off/Pick up Times: _____

Ceremony location: Off-Site _____ Inside _____ Gazebo _____ Market Square _____ Chairs facing: N NE S SE E

Cocktail hour location: Inside _____ Market Square _____

May we share your contact information with others renting the Barn the same weekend? Yes _____ No _____

Reminders – please reference your contract and the restrictions listed at www.libertyprairie.org

- No duct tape, scotch tape, electrical tape, nails, screws, or tacks.
- All decorations and alcohol must be removed by the end of your event.
- Market Square must be cleared of food and beverages by your caterer.
- Gazebo must be cleared of water bottles, garbage, decorations by your party.
- No sparklers, fireworks or confetti-like materials including popcorn, rice, flower petals, etc.
- Please make sure your gifts and cards are secure.
- Ask your DJ to announce “last dance” so guests know event is about to end.
- Remember to take your cell phones, cameras, and coats home with you.

www.libertyprairie.org

Room Set-up Diagram

Event Date/Time _____