

THE
Cypress Inn
Pavilion

Cypress Inn Pavilion

Event Logistics Questionnaire

501 Rice Mine Road North | Tuscaloosa, AL 35406 | 205.210.8199 | pavilion@cypressinnrestaurant.com

Please complete this form and return it with any floorplans, vendor lists, timelines, or supporting documents.

Planning Essentials

- Events end by 2:00 AM. Music ends 15 minutes before event end; bar service ends 30 minutes before event end.
- Standard rental rates include only the allotted event rental time shown on the applicable rate sheet. Standard rentals do not include setup time unless the selected package specifically includes it.
- \$3,500 Wedding Package: 2 setup hours plus allotted event time. \$5,000 Wedding Weekend Package: 2 hours Friday for rehearsal and/or rehearsal dinner, 2 setup hours Saturday, and 4 event hours Saturday. Additional setup is \$60 per hour, subject to availability.
- Guests may not enter before the contracted event start time. Enter the earliest expected guest arrival - not ceremony, dinner/service, program, or music time - as the contracted event start time.
- A \$500 food and beverage minimum applies. Food and beverage are subject to 10% sales tax; a 22% service charge applies to the entire invoice except venue rental and sales tax.
- Outside food, beverages, and alcohol are not permitted. Alcohol service must be provided by Cypress Inn staff.
- Tables and standard chairs are included; Chiavari chairs are optional rentals.
- Disposable serveware must be supplied through Cypress Inn Pavilion; rental china must be arranged through Cypress. Table linens must be rented through Cypress or supplied by an approved vendor.
- House AV is included. Additional AV rentals must go through RTR Pro Entertainment when RTR carries the item, unless unavailable or supplied by the client's musician, musical group, or DJ service.
- Event liability insurance of at least \$1,000,000 per occurrence is required; proof is due 30 days before the event.

Client and Event Information

Client Name		Organization	
Phone Number		Email	
Event Name / Type		Event Date(s)	
Estimated Guest Count		Day-of Contact	
Day-of Phone		Planner / Coordinator	
Planner Phone		Sales Representative	

Timeline and Schedule

Event Start = earliest expected guest arrival

Guest Arrival / Contracted Event Start		Event End	
Ceremony / Program Start (if applicable)		Setup Start	
Earliest Vendor Arrival		Teardown Complete	

Scheduled Activities

Ceremony, speeches, slideshow, toast, first dance, cake cutting, performance, send-off, or other timed activities:

Vendors and Arrival Times

List each vendor, service, contact, and expected arrival time:

Layout and Floorplan

Floorplan Status

☐ Yes - complete ☐ No ☐ In progress

Table configuration preferences:

Round Tables		Rectangular Tables	
Cocktail / High-Top		Other Tables	

Seating, Linens and Rentals

Chair Type and Count

Included venue inventory:

☐ Gold metal chairs Count: _____

☐ Wooden folding chairs - ceremony-style Count: _____

Optional rental:

☐ Chiavari chairs Count: _____

Special seating requests (head table, family seating, accessibility, children, etc.):

Linens and Tableware

Linen source (select one):

Rent through Cypress

Approved outside linen vendor

Not sure - send options

Color palette:

Approved vendor / style:

Tablecloth sizes:

Napkins:

Runners:

Serviceware / place-setting preferences:

All disposable serviceware - including plates, cups, plasticware, and napkins - must be supplied through Cypress; clients may not bring their own. Rental china must be arranged through Cypress. Table linens must be rented through Cypress or supplied by a vendor approved in advance.

Additional Rentals

Arches, backdrops, lounge furniture, specialty tables, extra decor pieces, staging, or other rentals:

Decor and Setup

Decor Plan

Will you be bringing decorations? ☐ Yes ☐ No

Describe larger installations, candles, hanging elements, signage, or specialty setup.

Confetti and sequins are not permitted.

AV, Entertainment and Production

Included House AV

Select included items you expect to use:

☐ Microphone ☐ House sound system ☐ Projector ☐ Screen ☐ TV display ☐ Wi-Fi

Notes on placement, content, connections, or presentation timing:

Entertainment Plans

☐ DJ ☐ Band / musical group ☐ Solo musician ☐ Playlist with speaker hookup ☐ Other

Entertainment provider / contact: _____

Equipment the entertainment provider will supply: _____

Additional AV equipment requested: _____

Additional AV rentals must be sourced through RTR Pro Entertainment when RTR carries the item, unless RTR does not carry it or the equipment is supplied by the client's musician, musical group, or DJ service.

Bar Service

Bar Plan

Will you use Cypress Inn bar service? ☐ Yes ☐ No

Bar type: ☐ Cash bar ☐ Open bar

Open-bar selection: ☐ Beer and wine only ☐ Standard beer, wine, and spirits ☐ Include premium liquor

Requested bar hours: _____

Alcohol preferences or notes: _____

The first bar has a \$550 setup fee. Open-bar events receive a \$250 bar credit. Each additional bar is \$250.

Cake Cutting

Who will be responsible for cutting and serving the cake?

Client / Family

Wedding Planner / Coordinator

Baker / Outside Vendor

Cypress Inn Pavilion Staff, if staffing allows

Cypress Inn Pavilion does not charge a cake-cutting fee. Because our event staff are not professionally trained cake cutters, we cannot guarantee a particular cutting style, presentation, or appearance.

We are happy to assist with cutting and serving cake when the staffing level agreed upon for the event allows us to do so. Our priority is to make sure guests receive a delicious serving of cake, even if the slices are not bakery-perfect.

Security, Insurance and Vendors

Security

Do you anticipate needing security? ☐ Yes ☐ No ☐ Not sure - please discuss

Cypress Inn determines when security is required. Security is \$160 minimum, based on \$40 per hour per guard.

Security or guest-management notes: _____

Event Liability Insurance

Required coverage: at least \$1,000,000 per occurrence in general liability coverage.

The policy must name Cypress Inn Restaurant, The Cypress Pavilion, and their owners and affiliates as additional insureds.

Insurance carrier: _____ Policy / quote number: _____

Certificate expected by: _____ Proof is due 30 days before the event.

Questions regarding insurance, permits, or access: _____

On-Site Vendors

List every vendor providing goods or services, including contact information:

Additional Notes and Attachments

Religious, Cultural or Ceremonial Traditions

Please describe traditions, timing needs, food considerations, ceremonial requirements, or other details the team should understand:

Questions, Concerns or Requests

Attachments Included

- ☐ Floorplan ☐ Vendor list ☐ Timeline ☐ Decor reference photos
☐ Insurance certificate ☐ AV / production plan ☐ Other: _____

Client Confirmation

I understand that this questionnaire supports event planning and does not replace the signed rental agreement, final proposal, or approved event plan.

Client name: _____

Signature: _____ Date: _____