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| CONTACT DETAILS | | | |
| **Wedding Date** |  | **Reservation Number** |  |
|  |  |  |  |
| **Bride Name** |  | **Bride Email** |  |
| **Bride Cell** |  | **Bride MNSU Alum** | Y  N |
| **Bride Address** |  | | |
| **Groom Name** |  | **Groom Email** |  |
| **Groom Cell** |  | **Groom MNSU Alum** | Y  N |
| **Groom Address** |  | | |

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| CONTRACT/LIABILITY INSURANCE – (Information due 3 months prior to event.) | |
| **Date Received** | **Rental Fee (Quoted)** |
| **Liability Insurance Info Received** | **Final Payment Due 30 Days Upon Invoice Receipt** |
| **The Certificate of Liability must be sent to Vickie Hansen, Finance and Administration, 238 Wigley Administration Center, Mankato. 507-389-6621**  **As required by State of Minnesota Department of Administration as well as Minnesota State Colleges and University (MnSCU) System, all prospective users of our facilities are asked to provide MSU with verification of General Liability insurance in the form of a Certificate of Liability (C.O.L.). The required Certificate of Liability should state General Liability coverage terms equal to or greater than $2,000,000.00 coverage per occurrence as well as $2,000,000.00 general aggregate. An Umbrella or Excess Liability policy may be used in conjunction with the General Liability policy to meet the minimum $2,000,000.00 requirement. The certificate should clearly state coverage is extended to, and the following listed as additional insured: Minnesota State University Mankato and Minnesota State Colleges and Universities (MnSCU).**  **The necessary Certificate of Liability may be made available to you by contacting your personal liability/homeowners insurance agent. Should your insurance provider not be able to provide the required coverage, you may utilize the T.U.L.I.P. (Tenant-User Liability Insurance Policy) program. https://tulip.ajgrms.com** | |

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| ON-SITE WEDDING HOST/HOSTESS | | | | |
| **Name** |  | | **Cell Phone** |  |
| **CSU Building Manager** | | 507-389-4556 |  |  |

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| EVENT SCHEDULE AT MNSU | | | | | | |
| **Wedding** | Y  N | **Time/Location** |  | | | |
| **Reception** | Y  N | **Time/Location** |  | | | |
| **Event Time Line:** | **Decorating** |  | | **Guest Arrival** |  |  |
|  | **Dining** |  | | **Entertainment** |  |  |

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| DECORATOR | | | | |
| **Name** |  | | **Cell Phone** |  |
|  | |  | **Email** |  |

**Please Note: Due to latex allergy concerns, MSU prohibits the use of latex balloons.**

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| TECHNICAL AND ENTERTAINMENT | | | | | | | |
| **DJ** | Y  N | **Name** | | |  | **Cell Phone** |  |
| **Band** | Y  N | **Name** | | |  | **Cell Phone** |  |
| **Entertainer Access Time** | | |  | | | | |
| **Table/Stage/Electric Needs** | | | |  | | | |
| **Sound/Light Needs** | | | |  | | | |
| **Projector Needs (PPT Show)** | | | |  | | | |
| **Contact CSU Tech Coordinator (Steven Ebner) at 507-389-2060. Provide the Reservation Number listed above.** | | | | | | | |

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| CATERING – (University Dining Services 507-389-1529) | | | | | |
| **Plated Dinner** | Y  N | **Buffet Dinner** | Y  N | **Refreshments Only** | Y  N |
| **Catering is handled through University Dining Services (Jonathan Kirchner). Food service is required if alcohol is served. MNSU is a Pepsi campus.** | | | | | |

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| ALCOHOL SERVICE – (Must be approved 1 month prior to event.) | | | | | | | | |
| **Pub 500** | Y  N | | | **Charley’s** | Y  N | **Absolute Catering** | | Y  N |
| **Contact** |  | | | **Cell Phone** |  | **Email** |  | |
| **Access Time** | | |  | | | **Exception Approved** | | Y  N |
| **Table/Electric Needs** | |  | | | | | | |
| **With the Exception Application approval, you will need to contact one of the approved establishments to arrange their services. Food service is required if alcohol is served. Alcohol cannot leave the room for which it is approved to be served. Clients are prohibited from bringing their own alcoholic beverages.** | | | | | | | | |

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| BALLROOM SET-UP | | | | | | | | |
| **Wedding Party** | |  | **Head Table** | | Y  N | | **Table Skirt Color** | B  W |
|  | |  | **Head Table Seat Count** | | |  | **Stage** | Y  N |
| **Guest Seating** | |  | **Round Tables** | | Y  N | | **Banquet Seating** | Y  N |
|  | |  | **Guest Seat Count** | |  | |  |  |
| **Accessory Tables** | |  | **Cake Table** | | Y  N | | **Gift Table** | Y  N |
|  |  | | **Guest Book Table** | | Y  N | | **High Top Tables** | Y  N |
| **Event support is based upon the numbers provided in this document. Facility and staff may not be able to accommodate additional participants. Wedding parties are obligated to update the University Scheduling & Conference Services and University Catering if attendance numbers change.** | | | | | | | | |
| **Additional Room** | | | | | | | | |
| **Side Room** | Y  N | | | **Other** | Y  N | |  |  |

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| PARKING | |  | |
| **Estimated Car Count** |  | **Arrival Time** |  |

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| MEETINGS |  |
| Event Consultation Meeting (Scheduling, Tech, Catering) |  |
| Catering Tasting |  |

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| UNIVERSITY SCHEDULING OFFICE USE ONLY | |  |
|  | Contract sent to Finance Office | |
|  | Contract Received | |
|  | Certificate of Liability Received | |
|  | Alcohol Form Sent | |
|  | Alcohol Form Received | |
|  |  | |
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