



**List all vendors for your event below**

All caterers, entertainers, and or service providers must provide a copy of an **ACORD Certificate of Liability** and a signed **Vendor/Licensee Agreement**. *It is the responsibility of the event host to ensure that these forms are completed and on file a minimum of **fourteen days** prior to the event.*

Vendor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose: \_\_\_\_\_

A **Ballroom Event Checklist** detailing responsibilities of property management staff and the event host must be completed prior and post event and submitted to the Lifestyle Director upon completion. Event hosts failure to assure completion of the tasks outlined may result in the club being assessed a fee for cleanup and/or damages per Club Guidelines and The Vitalia at Tradition ancillary fee schedule.

\_\_\_\_\_  
Signature of Club President/ Event Host

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Secondary Contact

\_\_\_\_\_  
Date