



feathernesters

6118 Lakeside Avenue Richmond, VA 23228 804-262-7305 fax 804-262-7306
www.feathernesters.com

Special Event Worksheet & Contract

Event: (Please circle your event type)

Bridal Shower Luncheon	Bridal Shower Tea	Darling Divas Tea Party	Fairy Tea Party
Baby Shower Luncheon	Baby Shower Tea	Sunday Brunch Shower (Bridal Baby)	
Breakfast Meeting	Special Dinner Party	Ice Cream Sundae Party	
Other Event: _____			

Date Requested: _____ **Time:** _____

Number of Guests Expected: _____ **Color Theme:** _____

Table Arrangements: _____

CONTACT INFORMATION

Name: _____ **Phone:** _____

Mailing Address: _____

E-Mail: _____

EVENT COST INFORMATION

There is a \$50.00 rental charge for a **2-hour period** for special events which pays for special room set-up including privacy curtains.. Parties of 8 or more will be charged on one check with a 20% gratuity added at time of payment. A final head count is required **2 days prior to the event**, and this count will reflect the final cost. If the event is cancelled within 48 hours or less, room rental fee will be forfeited. **(PLEASE NOTE: If your event goes over the allotted 2 hour time frame, you will be charged \$25.00 for every additional 30 minutes.)**

\$ 50 _____ room rental fee (*this does NOT apply to Darling Diva or Fairy Tea Parties*)

\$ _____ charge per guest

\$ _____ other charges (invitations, special cake, etc.) _____

A credit card holds the space and date you requested. We do not charge the card until time of event unless other form of payment is given. Card may be charged if this contract is broken or not adhered to.

Credit Card Info: Card #: _____ Exp. Date: _____

Special Instructions:

I understand the conditions specified in this contract and agree to all of the above.

Signed: _____ Date: _____