

Special Event Information Form

General Information:

TODAY'S DATE: _____ NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: (home) _____ (business) _____ (cell) _____
E-MAIL: _____
DATES YOU WISH TO RESERVE HOME: ____/____/____ through ____/____/____ BUDGET: _____
TOWNS OF INTEREST (circle): Nags Head / Kill Devil Hills / Kitty Hawk / Southern Shores / Duck / Corolla
AMENITIES DESIRED (oceanfront, private pool, hot tub, elevator, recreation room, etc.):

Special Event Details (Please answer the following items to the best of your ability regarding your event):

DATE OF EVENT: _____ NUMBER OF GUESTS ATTENDING: _____
TYPE OF EVENT BEING HELD AT HOME: _____
BEGINNING TIME OF EVENT: _____ AM/PM ENDING TIME OF EVENT: _____ AM/PM
BRIDE'S NAME: _____ GROOM'S NAME: _____
ANNIVERSARY COUPLE OR GROUP NAME: _____
WILL THERE BE AN EVENT COORDINATOR? YES / NO
NAME OF COORDINATOR: _____
WILL THE EVENT BE CATERED? YES / NO NAME OF CATERER: _____
WILL THE FOOD BE SERVED: INSIDE / OUTSIDE LOCATION: _____
DO YOU PLAN TO USE A COMPANY FOR SERVICES SUCH AS TENT/CHAIR SET UP, ETC.? YES / NO
NAME OF COMPANY: _____
WILL THERE BE LIVE MUSIC, DEEJAY, SPECIAL SOUND EQUIPMENT OR INSTRUMENTS BROUGHT IN? YES / NO
IF YES, PLEASE DESCRIBE: _____

Questions, Comments or Special Requests:

Reservation Information (for office use only):

RESERVATION NUMBER: _____ DATE BOOKED: _____