

Seneca Lodge Planning Checklist

Due 6 months (180 days) prior to Event Date:

	50% Initial Payment	<i>Refer to Contract for Specific Due Date & Amount Visa/MC/Discover/Amex or checks payable to ActiveMONTGOMERY</i>
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Due 2 months (60 days) prior to Event Date:

	Final Balance Payment	<i>Refer to Contract for Specific Due Date & Amount Visa/MC/Discover/Amex or checks payable to ActiveMONTGOMERY</i>
	Catering Documentation	<i>Caterer must submit required documentation (if not on file): Sample documentation available at LodgeAtSeneca.org</i> <ul style="list-style-type: none"> <i>Certificate of Liability Insurance</i> <i>Food Service Facility License</i> <i>Food Handlers Permit</i>
	Day of Contact	<i>Submit "Day of Contact" Information Required Information: Name; Email; Cell Phone Number</i>
	Confirm Reservation Timeframe	<i>Is the timeframe on your reservation contract correct? Do you need to adjust your timeframe or purchase additional hours? *This is only the timeframe you may utilize the park event center</i>
	Schedule Walkthrough	<i>Schedule weekday walkthrough appointment <u>minimum</u> of 60 days prior to event. Refer to Social Event Rules & Regulations for details</i>

Due 1 month (30 days) prior to Event Date:

	Submit Floor Plans A & B	<i>E-mail Plan A for Fair Weather and Plan B for Inclement Weather Samples and Instructions available at LodgeAtSeneca.org</i>
	Submit Basic Timeline	<i>Email Wedding Day Timeline to Reservation Office Sample Timeline available at LodgeAtSeneca.org</i>
	Order Additional Tables & Chairs <i>Optional</i>	<i>Email order to the Reservation Office Once an order is received an updated reservation contract will be sent for signature and payment final payment</i>
	Schedule Free Rehearsal Hour <i>Optional</i>	<i>Rehearsals are offered, event schedule permitting Requests may be made <u>no earlier</u> than 30 days prior to event Weekdays Only</i>

Final Details:

	Submit Final (Minor) Changes	<i>E-mail the Reservation Office with final (minor) changes to rental furniture order, floor plans or timeline – minor changes will be accepted no later than one week prior to your event date</i>
	Order Tent Heater	<i>If you would like to rent a tent heater, you must e-mail the reservation office no later than 3pm on the Monday prior to your event date – payment & signature will be due upon request.</i>

Please e-mail the reservation office for assistance:

SenecaLodge@MontgomeryParks.org



Rev 10.28.15