



## Shawnee Town Hall Outside Vendor(s) Information Sheet

Please list **all** vendors/outside companies that you are using for your event. D.J., florist, cake, photographer, transportation, rental equipment, etc.

Name of Vendor	Service Provided	Phone Number

For rental companies, please give description of rented item(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- All vendors are the responsibility of the client renting the facility. Any damages or policy violations will be the renter's responsibility.
- All vendors have been informed about all policies and procedures.
- All vendors know the contract times and understand that they cannot enter before or exit after them.
- The vendors know they are not allowed to drop off items early or leave items behind.

**I have read, understand, and done all of the above:**

**Client Signature** \_\_\_\_\_ **Event Date** \_\_\_\_\_

I will not be using outside vendor(s) for this event \_\_\_\_\_