



CHECKLIST

ITEM	DATE DUE	RECEIVED ON	NOTES
4 Months prior to event:			
Vendor List with Contact information	<hr/>	<hr/>	<input type="checkbox"/>
Event Insurance	<hr/>	<hr/>	<input type="checkbox"/>
30 days prior to event:			
Payment in Full	<hr/>	<hr/>	<input type="checkbox"/>
7 business days prior to event:			
Final Event Timeline Due	<hr/>	<hr/>	<input type="checkbox"/>



EVENT INSURANCE

The Narrative Loft does not provide insurance for a client's event. Insurance must be secured by the client to cover unforeseen losses in terms of personal liability for injury, property damage, catering, photographers, specialty clothing, wedding gifts, etc. The Narrative Loft must be held harmless under the terms of the insurance secured. One-day event coverage for a minimum of \$1,000,000 (1 million dollars) is required. The Narrative Loft must be listed as Additionally insured. Fees/premiums typically cost between \$100 - \$350, and can be handled in several ways of which we are aware:

1. **Through a Homeowner's Policy:** A Certificate of Insurance can be obtained under a current, valid, Homeowner's Policy. List The Narrative Loft as "additionally insured" for one-day coverage.
2. **www.InsuranceCompany.com**
3. **www.EventInsure.com**
2. **www.WedSafe.com**

Proof of insurance must be sent to The Narrative Loft at least one (4) months prior to the event. The Narrative Loft reserves the right to not hold event if this is not sent in the 4 months prior time frame.

Please mail or email the Certificate of Insurance to:

Attn: Breanna O'Toole
The Narrative Loft
1 N. Calle Cesar Chavez
Santa Barbara, CA 93108
Thenarrativeloft@gmail.com



RENTAL & VENDOR REQUIREMENTS

- Tables, Linens, China and Stemware must be brought in or rented from an outside vendor unless rented and or provided by The Narrative Loft.
- Decor and all rentals must be removed from the property the night of the event.
- Tables and chairs must be lifted (not dragged on floors). Client is held responsible for any floor damage that takes place during event set up or night of event.
- Client or rental vendor is responsible for any rental or furniture reconfiguration during the night of event. For example-moving tables after dinner to create room for dance floor etc.
- The Narrative Loft will provide 2 trash bins that will be lined. The client is responsible for removal of trash the night of the event. The trash can be transferred downstairs and right outside of the building to the large Morberg bin. If the two trash bins inside of the building fill up, the client is responsible to remove trash and place a new liner (liner will be provided by venue).
- If kitchen is used the Caterer must clean and leave it just the way it was upon arrival. Venue representative will take a photo prior to vendor arrival.
- All greenery and floral must be removed from property after event.



**ITEM LIST:
TABLES & CHAIRS WITH DIMENSIONS**

The Narrative Loft





**LARGE WOODEN TABLE: INCLUDED
LENGTH: 9' WIDTH: 4' HEIGHT: 30"
GREAT FOR BUFFET TABLE, HEAD
TABLE OR BEVERAGE STATION**



**WE HAVE A TOTAL OF 8 OF
THESE CHAIRS AND THEY ARE
INCLUDED. THEY CAN BE USED
WITH THE LARGE WOODEN
TABLE OR STORED**



**LONG TABLES WITH DARK WOOD TOPS:
WE RENT THESE OUT FOR A FLAT RATE OF \$10 PER TABLE.**

LENGHT: 6' WIDTH:30" HEIGHT: 29 1/2"

**WE HAVE A TOTAL OF 20. CAN BE USED FOR DINING
TABLES OR ANY OTHER TABLES YOU MIGHT NEED. YOU
WILL NEED SOMEONE TO SET THESE UP AND BREAK THEM
DOWN FOR YOU.**



**FRUITWOOD FOLDING CHAIR. TOTAL OF 120. WE
RENT THESE OUT FOR A FLAT RATE OF \$5 PER
CHAIR. YOU MUST HAVE SOMEONE SET THEM UP
AND BREAK THEM DOWN FOR YOU.
THEY CAN BE STORED IF NOT USED.**

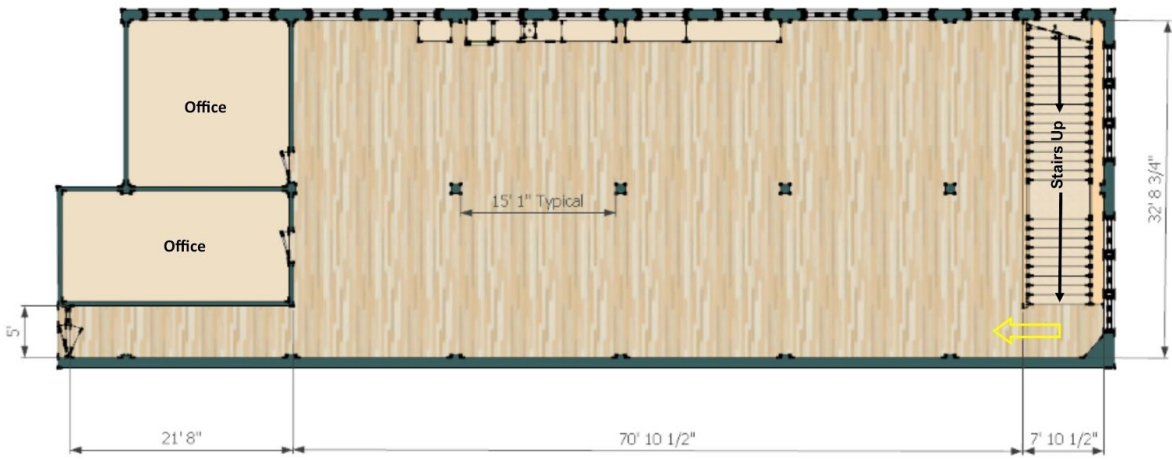


**COCKTAIL TABLES: INCLUDED
DIAMETER: 39" HEIGHT: 24"
WE HAVE A TOTAL OF 4. YOU CAN
RENT LINEN TO PLACE OVER THEM
OR USED AS THEY ARE**



LIVING ROOM SET UP INCLUDED

The Narrative Loft



Floor Plan

VENDOR LIST

Name:

Wedding Date:

Guest Arrival Time:

Guest Departure Time:

Coordinator:

Contact info:

Photographer:

Contact info:

Are you ok with The Loft using photos for marketing materials?

Caterer:

Contact info:

Will they be using the prep kitchen?

Load in time:

Load Out time:

Florist:

Contact info:

DJ or Band:

Contact info:

Load in Time:

Load Out Time:

Rental Company:

Contact info:

Load in Time:

Load Out Time:

Rented items that are being brought in:

Videographer:

Contact info:

Are you ok with The Loft using photos for marketing?