

HALE STREET CENTER CLIENT INFORMATION SHEET

Event date is not held until contract is returned and deposit and/or payment is made. Amount: _____

Owner: Hale Street Center
Address: 210 Hale Street, Charleston, WV 25301
Phone: 304-610-5993 Email: halestreetcenter@gmail.com

Event Name (e.g. Smith Wedding): _____
Guest/Guests of Honor
(e.g. James Smith and Mary White): _____

Client: _____
Address: _____
Phone: _____ Alt Phone: _____
Email: _____

Client: _____
Address: _____
Phone: _____ Alt Phone: _____
Email: _____

Paying Party (if different than above)
Name: _____
Address: _____
Phone: _____ Alt Phone: _____
Email: _____

Event Type: _____
Event Date: _____
Event Time: _____
Event Space:

___ First Floor ___ Second Floor
___ Third Floor ___ First & Third Floor
Other (_____)

Estimated Guest Count: _____

Special Requests:

Cleaning Service (Yes or No): _____ Amount: _____

When returning this form, please text or email a photo of the guest or guests of honor so that we can properly acknowledge your booking on our social media sites. Thank you!