

# Cypress Manor

Description	Number	Comments
Approx. 8500 sq. ft. banquet facility with full handicap access	350 - 540	Seated Dinner/Lunch 350 Occupancy certification 540 (standing)
60" Round tables	25 tables	Linen dimension → 132" round
Mahogany Chiavari Chairs	200 chairs	Seating 8 - 10 per round table
Round Cocktail tables	30" - 6	Linen dimension → 120" round
	36" - 4	Linen dimension → 132" round
6ft Rectangle tables	10	Linen dimension → 90" x 132"
48" Round table	2	Linen dimension → 108" round
Raised stage with lighting (20 Amp outlets)	31 ft. x 16 ft.	20 Amp outlets
Wi-Fi availability	10 device	Yes. Password will be provided.
Parking lot	125 vehicles	No valet
Dance floor	27' x 12'	Brown wood

Description	Comments	Cost
Multimedia projector: Epson EPVS410 + 120 inch screen	<b>RS-232/AVG</b> cable is provided to connect to a laptop <b>(Customer's laptop)</b>	\$250
Sound system/speakers	A/V Technician for 4 hrs <b>(customer's laptop)</b>	\$250
8 Up Lights	RGBW Wireless LED lasts <b>6 Hrs</b>	\$250
Stage draping	16ft wide by 12 ft high	\$250
Kitchen	Two 40 Gallon Trash Cans & dumpster  Stainless steel refrigerator in the kitchen  Ice maker in the kitchen. Do NOT dump unused ice back in.  One washing station 2ft x 6 ft  One prep station 2 ft x 6ft  Two storing shelves	10% Catering fee or 10% of CM rental agreement

**COMMENTS: NO LINENS, CHINA, OR FLATWARE PROVIDED. REFER TO OUR PREFERRED VENDOR LIST TO ASSIST YOU WITH THESE NEEDS.**

**ALL RENTALS (LINENS, CHINA, FLATWARE, GLASSWARE) MUST COME FROM CE RENTAL.**

**IF YOU ARE USING ANY OTHER COMPANY, YOU AGREE FOR PICK-UP AND DROP OFF WITH IN RENTER'S SPACE RENTAL HOURS.**

**CLIENT SIGN**

**DATE**

**FRIST NAME**

**LAST NAME**