



The Barn at Evergreen Memorial Park's

Rental/Vendor Next Day Pick Up Request Form

Next Day Pick Up Policy: Next Day Pick Up for rented items is available to be requested starting 30 days in advance, and will be approved based on the next day's availability calendar. We ask that all vendors are initially contracted to remove all items the evening of your event, but may be adjusted to next day pick up once approval is granted. Please remember that any items left overnight that have *not* received prior approval are at risk of acquiring clean up fees. Please plan accordingly.

Many of our "favorite vendors" rental companies are also aware of our policy, and will initially quote you for same evening pick up, but are happy to adjust to next day pick up once the availability is approved.

To request Next Day Pick Up, please fill out the information below, and submit this form to an Event Coordinator no more than 30 days in advance, or at your final walkthrough meeting.

This is just a request form, and does not guarantee approval.

Approval will be granted or denied based on an agreement with your vendor, and availability

This form only applies for items rented through a verified rental company/vendor and does not apply for personal items.

All personal items such as decor, centerpieces, arches, etc. must be removed from The Barn the evening of your event. Personal items may be packed into a vehicle or Uhaul to be left in our overflow lot overnight, following our overnight parking requirements, but cannot be left out or in Barn premises.



The Barn at Evergreen Memorial Park's

Rental/Vendor Next Day Pick Up Request Form

Event Name _____ Event Date _____

Items Rented/requested for next day P/U _____

Rental Company/Vendor _____

Vendor Contact Name _____

----- For Barn Use Only -----

Acknowledged By _____
(Vendor Contact Name)

at _____ on _____
(Rental Company) (Date)

Approval **Granted/Denied** (please circle one)

By _____

Date _____