

The Everett, LLC
1269 Everett Road
Eagle River, Wisconsin 54521
(715) 891-4111
Email: theeverettresort@gmail.com
Website: theeverett.net

SPECIAL EVENT VENUE APPLICATION
(Please Print)

1. Type of Special Event: _____

2. Name of Guest(s) of Honor: _____

3. Proposed Special Event Date: _____

4. Will you be a registered Guest or Occupant at The Everett, LLC on the date of the Proposed Special Event? Yes No

If the answer is yes, please provide the name of The Everett, LLC vacation rental building that reserved and the name of the Guest who booked the reservation. If your group is occupying more than 1 vacation rental building, please list all buildings.

5. Will persons other than those individuals who are registered as a Guest or a Guest's occupants, be attending the Proposed Special Event? Yes No If the answer is yes, please indicate the approximate number of additional individuals, (referred to as invitees) who will be attending the Proposed Special Event: _____

6. How many parking spaces do you anticipate will be necessary for the Proposed Special Event?

7. Do you anticipate that persons attending the Proposed Special Event will arrive by boat therefore, require use of The Everett, LLC boat slips and piers? Yes No If the answer is yes, please provide the approximate the number of boat slips you anticipate may be necessary. _____

8. Do you anticipate the use or need for watercraft for your Special Event? Yes No If the answer is yes, St. Germaine Boat Rentals has an office onsite at The Everett, LLC and may be able to assist you in your needs. If you have already secured watercraft, please provide the contact information for your watercraft rental vendor or provider you plan to utilize.

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

9. Will you be utilizing a wedding planner? Yes No If the answer is yes, please provide the contact information for the

Wedding Planner

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

10. Will you be utilizing a catering service? Yes No If the answer is yes, please provide the contact information for the catering service vendor or provider you plan to utilize.

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

11. Will alcohol be served at the Proposed Special Event? Yes No Please note for licensing and regulation purposes, all alcohol products and service must be provided for by the Marina Bar, which operates upon The Everett, LLC resort property.

12. Will you be utilizing music at the Proposed Special Event? Yes No If the answer is yes, please indicate the type of music and provide the contact information of the music vendor or provider you plan to utilize.

- "Live" Music (Single Musician) (Sound Equipment Set Up Required)
- "Live" Music (Band) (Sound Equipment Set Up Required)
- D.J. (Single D.J.) (Sound Equipment Set Up Required)
- Recorded Music (Sound Equipment Set Up Not Required)

Company Name: _____
 Contact Name: _____
 Address: _____
 Phone: _____
 Email: _____

13. Will your Proposed Special Event require any audio/visual setup? Yes No If the answer is yes, please indicate what your needs will be if any. Depending on your needs, The Everett, LLC may have equipment available to you for rental. If you will be using an audio/visual vendor or provider, please provide the contact information for the vendor or provider you plan to utilize.

Company Name: _____
 Contact Name: _____
 Address: _____
 Phone: _____
 Email: _____

14. Will you be utilizing a party rental supply company for the Proposed Special Event? Yes No If the answer is yes, please provide the contact information for the party rental supply vendor or provider you plan to utilize.

Company Name: _____
 Contact Name: _____
 Address: _____
 Phone: _____
 Email: _____

15. Please indicate any special requests or special circumstances that we should be aware of regarding your special event such as whether any rehearsal time will be necessary:

16. Please provide the name of the person(s) who will be responsible for Payment of The Everett, LLC, Special Event Venue Fees.

Name: _____
Address: _____
Phone: _____
Email: _____
Relationship to
Guest(s) of Honor: _____

Name: _____
Address: _____
Phone: _____
Email: _____
Relationship to
Guest(s) of Honor: _____

17. Please provide the name of the person completing this Special Event Application. (Please Print)

Name: _____
Address: _____
Phone: _____
Email: _____
Relationship to
Guest(s) of Honor: _____
Date Application
Completed: _____

**** Please see The Everett, LLC website at vilascountyvacationrentals.com for Special Event Venue Pricing and Policies ****

Please forward your completed Special Event Venue Application to The Everett, LLC at the following address:

Email or U.S. Mail is Acceptable. Please feel free to contact The Everett, LLC directly as well.

*The Everett, LLC
c/o James Constine, Jr
4226 Whisper Ln
De Pere, Wisconsin 54115
(715) 891-4111
Email: theeverettresort@gmail.com*

Upon Receipt of your completed application, The Everett, LLC will provide you with a Special Event Quote detailing the services, facilities and charges associated with your proposed special event request based on the information you have provided above.

Thank you for considering The Everett, LLC as your special event venue!

