

THE GLEN FERRIS INN
PO BOX 128 GLEN FERRIS ,WV 25090 (304) 632-1111
Email Address: glenferrisinn@yahoo.com

EVENT WORKSHEET

TYPE OF EVENT:

NAME:

DATE OF EVENT:

ADDRESS:

TIME OF EVENT: From _____ to _____

NUMBER ATTENDING:

PHONE:

BEST TIME TO CONTACT

E-MAIL:

CELL PHONE

SELECTIONS:

A. Location of Ceremony:

Location of Reception:

B. Party Trays:

C. Refreshments:

D: Specialty Punches:

E. Dinner:

Menu:

F. Wedding Cake or Desserts:

G. Miscellaneous Items

Please complete and email or fax this form to the Inn as soon as possible (fax: (304)632-1501). If you have any questions or would like to schedule a meeting, please call Becky at the Inn (304) 632-1111.

Once this form has been emailed back to the Inn, Becky will prepare a contract for your review. We will make all changes to the contract in the event that you do make changes. Once this has been completed the new contract will be sent to you requesting your signatures on the contract.

Effective: 01-31-2017