

# Organising An Event at Chateau La Tour Apollinaire

## A Brief Checklist

The perfect location of Chateau La Tour Apollinaire will go a long way to making your event a big success. A lot of thought is needed to make the best use of this unique setting. Each event is different - depending upon the size, logistics, image, number of guests and budget. Chateau La Tour Apollinaire can accommodate between 30 to 200 guests, depending on the nature of the event.

When organising your event, keep in mind the following issues:

- What type of ambiance do you want to create?
- What is the purpose, formality, theme and the image you wish to convey?
- Will it be indoor or outdoor?
- If outdoors, is there an indoor room available if it should rain?
- Who are the guests and how many do you anticipate?
- What type of food and beverage will you serve?
- Will music be provided? What about dancing?
- Will there be other entertainment?
- What is the traffic flow to the bar, for the food, etc.?
- Are there any special transportation issues?
- Our private parking facilities cater for a maximum of 10 cars- further parking is available on the surrounding streets- how many guests will require parking?
- We are close to public transportation, such as the railway station and the airport- how will your guests travel to the event?
- Do you need security in the buildings and/or parking lot?

With these factors and a clear idea of your budget, it will keep you focused while making arrangements. Also, we need to ensure we adhere to local rules and regulations pertaining to all aspects of your event (food, beverages, decorations, entertainment, alcohol, insurance and security). We are a non-smoking facility, though smoking is permitted in the garden. It helps to visit the Chateau when it is setup for an event to see how it accommodates a party. Also look at photos of previous events.

If the event is outdoors, have a contingency plan should the weather not cooperate. Know your move-in and-out times. If timing is an issue, ask if another event is before or after you.

To book the Chateau, you will need to sign a contract and pay a deposit. A signed contract is imperative in holding the site.

When properly planned, your event will be a celebration of which you will be proud.

*Let the atmosphere of Chateau La Tour Apollinaire set the mood for your special event!*