

	Task	Date Due	Contact Info	Notes
<input type="checkbox"/>	Secure date with \$500 deposit(s)	50 to 150 guests- 14 days prior 150+ guests- 30 days prior	803.789.0014	Paperwork must be completed at the time of the deposit.
<input type="checkbox"/>	Rental Fees Paid in Full	90 days prior to the event	803.789.0014	Payments can be made over the phone or in person (make an appointment) with credit card, cash or check.
<input type="checkbox"/>	Schedule security <i>(required for alcohol or more than 249 guests)</i>	30 days prior to the event	Chester County Sheriff's Office at https://form.jotform.com/210056353821043 Private security companies can be used, but must provide proof that each officer working the event has been trained in crowd management via the National Association of State Fire Marshals (www.firemarshals.org/Crowd-Manager-Training), current certificate of liability insurance, and current SLED certification for each officer who will be working the event.	Proof of security is required at least two weeks prior to the event, but it is recommended that you schedule it at least one month in advance.
<input type="checkbox"/>	Acquire event insurance <i>(required for events with 100 or more guests and/or alcohol)</i>	30 days prior to the event	Contact your local insurance agent. Chester County Gateway Conference Center must be listed as additional insured.	Proof of insurance is required at least two weeks prior to the event, but it is recommended that you begin the process a month in advance.
<input type="checkbox"/>	Acquire temporary liquor license if you are selling alcohol	30 days prior to the event	Visit the SC Department of Revenue's website at https://dor.sc.gov/event-guide or call 803.9098785 for assistance.	Proof of insurance is required at least two weeks prior to the event, but it is recommended that you begin the process a month in advance.

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<input type="checkbox"/>	Contact the SC Department of Revenue if your event sells tickets or has any vendors or items for sell.	30 days prior to the event	Visit the SC Department of Revenue's website at https://dor.sc.gov/event-guide or call 803.9098785 for assistance.	The SC DOR confirms events with the Gateway. They will fine events lacking the proper paperwork.
<input type="checkbox"/>	Make an appointment to tour the rented room(s) with vendors such as planner, decorator and/or caterer.	30 days (or more) prior to the event	803.789.0014	Appointments are required. Appointments are for one hour, so please ask vendors to arrive on-time.
<input type="checkbox"/>	Submit proof of security	14 days prior to the event	kimberly@choosegateway.com	Please include the event's name and date in the email.
<input type="checkbox"/>	Reserve and pay for add-ons (red wine, projectors, cocktail tables, etc)			
<input type="checkbox"/>	Submit caterer's business license or W-9 and current Certificate of Liability Insurance with Chester County Gateway Conference Center as additional insured.			
<input type="checkbox"/>	Submit bartender's training certification			
<input type="checkbox"/>	Submit room layout			
<input type="checkbox"/>	Schedule technology walkthrough			
<input type="checkbox"/>	Submit LED sign information			
<input type="checkbox"/>	Schedule date / time to pick up key and do a walkthrough with staff	14 days prior to the event	803.789.0014	The latest the key can be picked up is at 4 PM the last business day before event.