



Herbert Hall Alumni Center Great Hall Rental Checklists

698 Mills Road, West Point, New York 10996
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Meetings with No Catering:

- Signed contract
- Manifest
- Floorplan
- Additional equipment needs (if applicable)
- Booking Deposit
- Security Deposit
- Final guest count

Private Event (Including Rehearsal Dinners, Retirement Ceremonies, Parties):

- Signed contract
- Manifest
- Floorplan
- Additional equipment needs (if applicable)
- Names and contact information of all vendors (caterer, florist, DJ, photographer, decoration services)
- Booking Deposit
- Security Deposit
- Final guest count

USMA Department Affiliated Events:

- Signed contract
- Floorplan
- Additional equipment needs (if applicable)
- Names and contact information of all vendors (caterer, florist, DJ, photographer, decoration services)
- Final guest count

Weddings and Receptions:

- Signed Contract
- Manifest
- Floorplan
- Additional equipment needs (if applicable)
- Names and contact information of all vendors (caterer, florist, DJ, photographer, decoration services)
- Decoration approval
- Booking Deposit
- Security Deposit
- Final guest count