



Dallas Scottish Rite Library & Museum

500 South Harwood Street

Dallas, Texas 75201-6210

Phone: 214-748-9196

www.dallasscottishrite.org

administration@dallasscottishrite.org

Contract Deadlines

- 01) Sign contract.
- 02) Pay \$1500.00 security deposit when contract is executed.
- 03) Determine # of guests at the time the contract is signed.
- 04) Pay a \$1000.00 damage deposit at least 14 business days prior to the event.
- 05) Provide a complete vendor list at least 14 business days prior to the event.
- 06) Provide Vendor COI's at least 14 business days prior to the event.
- 07) Provide TABC license at least 14 business days prior to the event.
- 08) Provide a set-up diagram at least 14 business days prior to the event.
- 09) Pay the "final balance due" at least 14 business days prior to the event.