Typical Booking Process at the Natchitoches Events Center

Inquiries/Tours

Assistance provided by Events Center Staff



Invoicing

If any additional charges are incurred during event, you will be invoiced



Event Day Enjoy Event!



Balance Due

Balance is due to Office Manager, ten (10) days prior to event date or event will not be permitted to take place



Tentative Event

Will hold event date for up to 10 days as tentative



Deposit Collected & Contract Signed

25 percent deposit due within 10 days of event becoming tentative...once deposit is received, event becomes definite



Event Coordination

Must meet with Events Coordinator no later than four weeks prior to event date

CLIENT Initials