

Banquet Reservation Form

Name of Host: _____

Honorary Guests: _____

Address: _____

State: _____ Zip: _____

Phone Number: _____

E-Mail Address: _____

Date of Event: _____ / _____ / _____

Start Time: _____

End Time: _____

What Type of Event is it?

- | | |
|---|---------------------------------------|
| <input type="radio"/> Wedding | <input type="radio"/> Graduation |
| <input type="radio"/> Anniversary Party | <input type="radio"/> Holiday Party |
| <input type="radio"/> Bridal/Baby Shower | <input type="radio"/> Luncheon |
| <input type="radio"/> Corporate Event | <input type="radio"/> Office Party |
| <input type="radio"/> Dinner Party | <input type="radio"/> Religious Event |
| <input type="radio"/> Fundraiser/ Benefit | <input type="radio"/> School Event |

How Many Guest will be attending? _____

A guaranteed number will need to be confirmed 10 days prior to the scheduled event.

Which side of the facility?

- Banquet hall (150 max)

- Restaurant (70 max)

What type of food service would you prefer?

- | | |
|--|-------------------------------------|
| <input type="radio"/> Hors d'Oeuvres | <input type="radio"/> Bartending |
| <input type="radio"/> Buffet Service | <input type="radio"/> Food Stations |
| <input type="radio"/> Sit-Down Service | <input type="radio"/> Other _____ |

Food Arrangements:

What kind of Hors d'Oeuvres? _____

What kind of Soup or Salad? _____

Entrée

What protein? _____

What Starch? _____

What Vegetable? _____

Any Additions to the Entrée? _____

Dessert? _____

Beverages

What types of beverages will be served with the meal?

- Coffee
- Soda
- Milk
- Tea
- Wine
- Champagne

What type of Liquor would you like after the meal? _____

What type of service would you like for the bar?

- Open bar
- Tapers
- Traditional