



# BANQUET BOOKING FORM

## BOOKING RENTAL

**EVENT DATE:**

**EVENT NAME:**

**TIME RANGE:** ☐ DAY: 8AM-2PM  
☐ EVE: 4PM-10PM

**# OF GUESTS RANGE:**

**#GUEST CONFIRM: 7 DAYS PRIOR:      2 DAYS:**

## CATERING TYPE

☐ **OFF MENU:**

Max 20ppl

☐ **PLATTERS:**

No limits

☐ **BUFFET:**

25-75ppl

☐ **CUSTOM:**

## TIMES:

**SETUP TIME:**

**GUESTS IN:**

**APPY TIME:**

**MAIN FOOD:**

**TIME OUT:**

## SETUP:

**# OF TABLES:**

**# OF CHAIRS:**

**COFFEE/TEA STATION:**

**PROJECTOR/SCREEN:**

**SPEAKER/MIC/OTHER:**

**LINENS:    BLACK OR WHITE**

## PAYMENT:

**HOST PAYS:**

Room, rentals & fees ☐

Food ☐

Non-alcoholic beverages ☐

Alcoholic beverages ☐

**Specifics:** \_\_\_\_\_

**GUESTS PAY:**

Food ☐

Non-alcoholic beverages ☐

Alcoholic beverages ☐

**FORM OF PMT:**

Day of the Event ☐

Invoice to Account ☐

Charge Card on File ☐

### Please read & initial the following terms & conditions

- ☐ Booking form must be completed 2 weeks prior to event \_\_\_\_\_ (initial)
- ☐ 18% Auto-Gratuity will be applied to all food & drink orders \_\_\_\_\_
- ☐ Cancellations less than 7days will be subject to a 20% fee of the cancelled value\_\_\_\_\_
- ☐ Cancellations less than 24hrs will be subject to a 100% fee of the cancelled value\_\_\_\_\_
- ☐ Outside cakes: Food-safe form + \$1.50 fee (includes plates,napkins,forks,service)\_\_\_\_\_

**20% pre-authorization for ordered value may be taken 48hours prior to event**

**Cardholder Name:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_

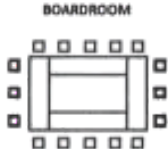
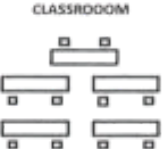
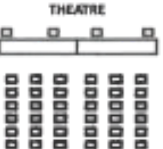
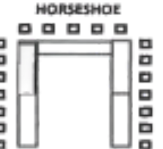
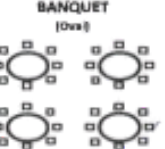
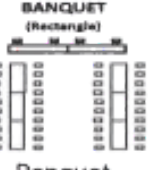
**Expiry:** \_\_\_\_\_ **CVC:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

## LAYOUT:

Preferred Room Layout (choose one) \*

|                                                                                   |                                                                                   |                                                                                   |                                                                                     |                                                                                     |                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |  |  |  |  |
| Boardroom                                                                         | Classroom                                                                         | Theatre                                                                           | Horseshoe                                                                           | Banquet (Oval)                                                                      | Banquet (Rectangle)                                                                 |
| <input type="checkbox"/>                                                          | <input type="checkbox"/>                                                          | <input type="checkbox"/>                                                          | <input type="checkbox"/>                                                            | <input type="checkbox"/>                                                            | <input type="checkbox"/>                                                            |

LINENS: \_\_\_\_\_

AMMENITIES: \_\_\_\_\_

EXTRA DETAILS: \_\_\_\_\_

- ☐ Communicated to Kitchen - Date: : \_\_\_\_\_ ☐ Updates to Kitchen - Date: : \_\_\_\_\_
- ☐ Scheduled Server - Name: \_\_\_\_\_ ☐ Updates to Kitchen - Date: : \_\_\_\_\_

