

## Event Details Must Be Turned 10 Days Before Event

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Guest Count: Adults \_\_\_\_\_ Price Per Person: \_\_\_\_\_

Kids (3 to 10) 1/2 Price \_\_\_\_\_ Under 3: (Free) \_\_\_\_\_ Vendors (Eating (1/2 Price): \_\_\_\_\_

Sitdown Meals Price: \_\_\_\_\_

Event Times: \_\_\_\_\_ Dinner Time: \_\_\_\_\_ Bar Time: \_\_\_\_\_

Ceremony in Ballroom (Rehearsal, 1 Hour Room Use Before Reception Begins) (\$500): \_\_\_\_\_

### UPGRADES

Deluxe Package (\$11pp) \_\_\_\_\_ Golden Package (\$25pp) \_\_\_\_\_

Standard Bar Extra Serving Time is \$2.50 per hour, per person \_\_\_\_\_

Premium Bar Extra Serving Time is \$3 per hour, per person \_\_\_\_\_

Ultimate Bar Extra Serving Time is \$3.50 per hour, per person \_\_\_\_\_

Balcony Cocktail Hour: (Grande or Crystal Ballrooms Only) (Extra Hour Must be Purchased) YES NO

Premium Bar Liquor (\$5pp) \_\_\_\_\_ Ultimate Bar Liquor (\$8pp) \_\_\_\_\_

Extra Beer: \_\_\_\_\_

Extra Liquor: \_\_\_\_\_

Extra Wine: \_\_\_\_\_

Champagne Toast (All Guests) \$2pp \_\_\_\_\_

Incentive Appetizers (When Qualified) \_\_\_\_\_

Premium Appetizers (Additional) \_\_\_\_\_

MEAL Style: Buffet Sitdown Family Style Food Stations Appetizers

Entrees: \_\_\_\_\_

Entrees: \_\_\_\_\_

Entrees: \_\_\_\_\_

Starch: \_\_\_\_\_

Vegetable: \_\_\_\_\_

Salad: \_\_\_\_\_

Dessert (Additional): \_\_\_\_\_

Cake Cupcakes Pies Candy Table Other Desserts: \_\_\_\_\_

Late Snacks (When Qualified): \_\_\_\_\_

White Linen Tablecloths Included: (Ivory or Black are \$6 each) \_\_\_\_\_

Linen Napkin Color: \_\_\_\_\_

White / Black Chair Covers \$2.50 each: \_\_\_\_\_ Sash Color \_\_\_\_\_

Head Table Size: \_\_\_\_\_ # of Guest Tables: \_\_\_\_\_

Floor Plan (Please Provide Exact Number of Chairs Needed for Each Table) \_\_\_\_\_

Entertainment: Band DJ Photo Booth other: \_\_\_\_\_

Decorations Setup after 9am Day of Event:

Early Setup Fee \$200 (When Day Before Setup is Possible) \_\_\_\_\_

Chair Removal Fee when Chivari Chairs are Rented \$100: \_\_\_\_\_