

This form must be turned in no later than 10 days before your event.

Event \_\_\_\_\_

Date of Event \_\_\_\_\_

## GUEST COUNT & SCHEDULE

Please enter the number of guests, and times of your event.

Adults \_\_\_\_\_

Kids (3 to 10 years 1/2 Price) \_\_\_\_\_

Kids under 3 (free) \_\_\_\_\_

Vendors (Eating 1/2 Price) \_\_\_\_\_

Sit Down Meal Price \_\_\_\_\_

Event Times \_\_\_\_\_

Dinner Time \_\_\_\_\_

Bar Time \_\_\_\_\_

YES | NO Ceremony in Ballroom (Rehearsal, 1 Hour Room Use Before Reception Begins) \$500

## UPGRADES & ADD-ONS

Please check the box for your selections.

Select One

Deluxe Package add \$11 per person

Golden Package add \$25 per person

Select One

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 \$5 per hour, per person

Select One

Premium Bar Liquor, add \$5 per person

Ultimate Bar Liquor, add \$8 per person

Michigan Select Bar Liquor, add \$8 per person

YES | NO Add 1 Hour for Balcony Cocktail Hour (Grande or Crystal Ballrooms Only)

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

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

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

Champagne Toast (All Guests) \$2 per person

## YOUR APPETIZERS & MEAL

Please fill in all selections below.

Incentive Appetizer \_\_\_\_\_  
(When Qualified)

Premium Appetizer \_\_\_\_\_  
(Additional)

MEAL TYPE  
Circle One

BUFFET

FAMILY STYLE

SIT-DOWN

FOOD STATIONS

APPETIZERS

Entree 1 \_\_\_\_\_

Starch \_\_\_\_\_

Entree 2 \_\_\_\_\_

Vegetable \_\_\_\_\_

Entree 3 \_\_\_\_\_

Salad \_\_\_\_\_

ADD-ONS  
Circle One

CAKE

CUPCAKES

PIES

CANDY TABLE

OTHER \_\_\_\_\_

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

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

## LINENS, SETTINGS & DECOR

Please fill in all selections below.

# Of Guest Tables \_\_\_\_\_

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

Head Table Size \_\_\_\_\_

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

Floor Plan - Chairs \_\_\_\_\_

Sash Color \_\_\_\_\_

ENTERTAINMENT

BAND

DJ

PHOTOBOOTH

OTHER \_\_\_\_\_