

**Party Information**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Information:**                      Cash              Credit Card              Other

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_

Deposit \_\_\_\_\_ Balance: \_\_\_\_\_

**Menu Information:**                      Lunch              Dinner

Banquet Menu :

Modified: \_\_\_\_\_

Special Requests: \_\_\_\_\_  
\_\_\_\_\_

Beverage:                      Open Bar              Cash Bar

Modified: \_\_\_\_\_

Special Requests: \_\_\_\_\_  
\_\_\_\_\_

2<sup>nd</sup> Floor      3<sup>rd</sup> Floor      Special: \_\_\_\_\_

Room Set-up: \_\_\_\_\_

First Contact: \_\_\_\_/\_\_\_\_/\_\_\_\_ Confirmed \_\_\_\_/\_\_\_\_/\_\_\_\_ Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Kitchen Informed: \_\_\_\_\_ Date: \_\_\_\_\_