



EVENT BOOKING FORM

FUNCTION DATE _____ TYPE OF EVENT _____

PRIVATE EVENT: YES NO FOOD SERVICE STYLE: BUFFET FAMILY STYLE

TIMELINE OF EVENT (PLEASE INCLUDE SET UP, GUESTS ARRIVAL, FOOD SERVICE, END TIME) _____

OTHER EVENT DETAILS _____

MENU CHOICES _____

ALLERGIES _____

SPECIAL FOOD REQUESTS _____



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DRINK SERVICE: OPEN BAR CASH BAR TOONIE BAR

WILL YOU BE ADDING THE NON-ALCOHOLIC DRINK PACKAGE FOR \$2 A PERSON?: YES NO

TICKET PRICE (PUBLIC EVENTS) _____ ESTIMATED ATTENDANCE (PUBLIC EVENTS) _____

SOCIAL MEDIA LINKS (PUBLIC EVENTS) _____

METHOD OF PAYMENT THE NIGHT OF: CASH CHEQUE CREDIT CARD

CONTACT PERSON _____

CONTACT PHONE NUMBER _____

CONTACT EMAIL ADDRESS _____

CREDIT CARD NUMBER _____ EXPIRY _____ CCV _____

DEPOSIT AMOUNT PAID _____ INVOICE REQUIRED: YES NO

* The client's full name, current residential address, primary contact information and valid credit card information must be obtained to secure event date.

* Upon the return of the signed contract, a \$100 venue retainer is due to secure date. Payment made by cash, cheque, e-transfer or credit card payment.
This amount is not applied to the bill or returned to the client; it is used to hold your date for you.

* The balance of your bill is due no later than 11:59PM the night of your event. Your total cost may be paid in installments prior to your event if arranged with your Event Coordinator.

* A 1% surcharge will be added daily to any past due balance.

SIGNATURE _____ DATE _____