

(765) 448-1521



*** EVENT ORGANIZATION ***

This is what you need to get started. Fill this out to help expedite your planning with an experienced banquet coordinator.

Event Date: _____

Event Time: _____

Number of Guests: _____

Parties of 8 or more will include an 18% gratuity based on the confirmed number of guests.

** Must provide restaurant with confirmed number of guests 48 hours prior to the event or this number will be used as the confirmed number for your party. **

Do you require a private room?: YES / NO

A \$75.00 room charge applies to any event with fewer than 25 attendees.

Type of Event: _____

(Room setup and special notes) Rehearsal Dinner Reception Family/Friends Presentation Speaker Seminar

Required Equipment:

Charges Applied

Table with 2 columns: Required Equipment and Charges Applied. Rows include Audio/Visual Table, Sign in Table, Cake Table, Gift Table, LCD Projector, Linens on all Tables, Screen, Extension Cord(s), and Podium.

Bar Options: Open Bar – All alcohol goes on main check OR Cash Bar – Guest's charged individually

Appetizer Selection(s): _____
Appetizers placed on platters throughout tables OR Separate Appetizer table

Dinner Selections: 1. _____ 2. _____
Please limit to four choices.

3. _____ 4. _____

Optional Vegetarian Dishes 1. _____ 2. _____

Offer Desserts: *YES / NO*