

BANQUET CONTRACT



DAY & DATE OF FUNCTION _____ DATE BOOKED _____

NAME _____ PHONE NO _____

NAME OF ORGANIZATION _____ PHONE NO _____

ADDRESS _____

TYPE OF FUNCTION _____

ARRIVAL TIME _____

COCKTAILS _____

SERVING TIME _____ TABLE ARRANGEMENTS _____

ROOM _____

CANDLES _____ VASES _____ LINEN _____

PRICE PER PERSON _____ MENU

NUMBER OF PEOPLE _____

(guarantee must be given 24 hours prior to event)

TOTAL AMOUNT GUARANTEED _____

ORDER CAKE _____

FORM OF PAYMENT _____

GIFT/CAKE TABLE _____

MISC. _____

NON REFUNDABLE DEPOSIT _____

MANAGER _____ SIGNATURE _____