

EVENT Planning Form (complete and return for pricing)

Contact Information

Name			
Organization			
Address			
City, State, Zip			
Phone #1		Phone #2	
Email			
How did you hear about us?			

Event Information

Event Type			
Date of Event		Expected Guests	
Start Time :	End Time:	Total Hrs =	
Kitchen Y N	Required if serving food (bring in, catering, or heat & serve)		
Discount Y N	Member	Auxiliary	Veteran Police/Fire Non-Profit

Bar/Beverages

Using BAR Yes No (5hr Bar included with Fri/Sat Rentals – drinks are not included)			
Bar Start Time:	Bar Stop Time:	Totals Hrs =	
Soda Package - prepaid Pitchers #			
select: RC Cola Diet RC Sprite Ginger Ale Cranberry			
Coffee Service (Includes cups/creamer/sugar)	Regular	Half Pot	Full Pot
	Decaf	Half Pot	Full Pot

Seating

Rectangle Tables (seats up to 8) no charge	QTY	Round Banquet Tables (Seats up to 8) extra cost	QTY (max 16)
Plastic Table Coverings	Y N	Plastic Table Coverings	Y N

Audio Visual Package Options (check off)

Video Projector w/screen		Screen only	
Microphones (1 or 2)		Jukebox (Bar / Hall)	
Banner Stand (8'x10')		Podium w/ Mic	

List any Special Requests: