

Banquet Room: Food & Beverage Booking Form

Event Organizer: _____ Phone: _____ Email: _____

Date of Event: _____ Name of Event: _____

Time In: _____ Time out: _____ Time of Food Service: _____

Rental Rates:

- Half Day (Under 6 hours): \$55
 Full Day (Over 6 hours): \$100
 Previous Day Setup +\$55

Table Setup:

Table Type: Round Rectangle

of Tables _____

Small round (seats 6) Large round (seats 8)

Rectangle (seats 10)

Number of people _____

Table Formation: U Shape Rectangle Tables

Custom _____

Menu:

Buffet # (20 ppl min):

- Chicken _____ Starch _____ Salads _____
 Pasta _____ Extras _____ Dessert _____

Pans of Food / Platters (select size, quantity, & write order)

Quantity: ___ Lrg / Sm _____ Quantity: ___ Lrg / Sm _____

Quantity: ___ Lrg / Sm _____ Quantity: ___ Lrg / Sm _____

Quantity: ___ Lrg / Sm _____ Quantity: ___ Lrg / Sm _____

Off Menu: (Over 40ppl must be buffet, platters, or pans of food)

- Full Menu (2 - 30ppl) Short Menu (30 - 40ppl)

Please check any extra amenities you wish to use or purchase:

Table Cloths (\$5.25/table) White Black

Projector & Screen, Sound System & Microphone, speaker lectern, Disco Ball (\$12)

Rental Agreement: *No outside food or drink is permitted* (exceptions can be made for occasion cakes)

I, _____, (print card holder's name) agree to the terms and conditions of the above Rental Agreement and authorize the Creston Hotel to use my credit card to secure my reservation for the Banquet Room. Cancellations are subject to a 20% cancellation fee if cancelled less than 48 hours in advance of the booking. Based on confirmed number of people (give or take 5ppl) **Initial Here** _____

Card Type: _____

Digit code on card: _____

Card Number: _____ Expiration Date: _____

Card Holders Billing Address:

Phone: _____ Fax: _____ Email: _____

Your signature below will constitute a binding agreement for payment for the above-specified charges

Signature of Cardholder _____ Date _____

Please call us if any changes need to made to your booking (250) 428-2225 ext. 316