



## **Banquet Room Booking Form**

Name of Event: \_\_\_\_\_ Event Organizer: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Time In: \_\_\_\_\_ Time out (approx): \_\_\_\_\_

### **Room Rental Rates (please select):**

- Room Rental *Only* **\$100**
- Room with Catering & Bar Service *Under* 6 hours **\$55**
- Room with Catering & Bar Service *Over* 6 hours **\$100**
- Previous Night Set Up **\$55** (*additional*)

### **Rental Agreement: *No outside food or drink is permitted***

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 5 ppl) ***Initial Here*** \_\_\_\_\_

Card Type: \_\_\_\_\_ Digit code on card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holders Billing Address: \_\_\_\_\_

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

Signature of Cardholder \_\_\_\_\_ Date \_\_\_\_\_

### **Form of Payment:**

- Will be paying night of event     Send Invoice     Charge to this Credit Card

---

**Please call us with any questions and to confirm all details for your event  
(250) 428-2225 ext. 0**