

# Banquet Room - 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)
- Full Day (Over 6 hours)
- By the Hour
- Previous Day Setup

## Table Setup:

Table Type:  Round  Rectangle

# of Tables \_\_\_\_\_

- Small round (seats 6)  Large round (8)
- Rectangle (seats 10)  Cocktail

**Table Formation:**  Standard dining

U-Shape Rectangle

Number of people \_\_\_\_\_

Liquor Service Yes / No

## Catering:

**Buffet: (20 - 65 ppl):**

\_\_\_\_\_  
\_\_\_\_\_

**Off Menu:**  Full Menu (Max 20 ppl)  Short Menu (30 - 40 ppl)

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

Quantity: \_\_\_ Lrg / Sm \_\_\_\_\_ Quantity: \_\_\_ Lrg / Sm \_\_\_\_\_

Quantity: \_\_\_ Lrg / Sm \_\_\_\_\_ Quantity: \_\_\_ Lrg / Sm \_\_\_\_\_

Quantity: \_\_\_ Lrg / Sm \_\_\_\_\_ Quantity: \_\_\_ Lrg / Sm \_\_\_\_\_

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

- Table Cloths  White  Black  Flip chart & markers
- Projector & Screen  Microphone, speaker & lectern  Portable speaker with disco light

**Please read & initial you have understood & agree to the following terms & conditions**

- Room fee must be prepaid \_\_\_\_\_ (initial)**
- 15% Auto-Gratuaty will be applied to all food orders \_\_\_\_\_ (initial)**
- Cancellations will be subject to a 20% fee of the cancelled value \_\_\_\_\_ (initial)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Credit Card info: \_\_\_ # \_\_\_\_\_ CCV \_\_\_\_\_

Expiry : \_\_\_\_\_

All banquets must be paid for within 30 days, if not paid for by then we will charge this card.

- Please Charge this card  Please invoice  Pay day of event

Please call us if any changes need to made to your booking (250) 428-2225 ext. 0

Office Use: Form of Payment \_\_\_\_\_ Invoice \_\_\_\_\_