

Banquet Room - Booking Form

DAY (7am –3pm)

EVENING (3pm –12am)

Event Organizer: _____

Phone: _____ Email: _____

Date of Event: _____ **Occasion:** _____

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

Please check any extra amenities you wish to use

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

Number of people: _____

Liquor Service: YES NO

Catering

- Buffet (Min. 20 ppl. –Max 70 ppl)
- Jimmy's Pub Menu (Max 20 ppl)
- Pans & Appetizers
- Specific Menu (Max 35)

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

- 15% Auto-Gratuity 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** _____

EVENT DETAILS - Office use only

Buffet Type			
Pans/Trays of food			
Appetizer Platters			
Time: _____			
Pizza			
Dietary Restrictions Vegetarian: _____ Gluten Free: _____ Dairy Free: _____ Nut Allergy: _____ Other: _____			
NOTES:			
Bartender Needed:		YES	NO
Cash Bar		YES	NO
Paid By Host/Tickets	Room	Food	Drinks
BARTENDER NAME: _____			

EVENT QUOTE

Room Charge			
15% Auto Food Gratuity	Kitchen:	Server:	PAID:
Catering			
Beverage (coffee/pop)			
Bar			
Linens (\$5.00/table)			
Projector/Computer			
Tax			
Final Quote <i>*Quote price is subject to change*</i>		Paid By:	
Manager Initial			
Date Followed Up:			