

# 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** \_\_\_\_\_