Reception Site

Option # ___

Name:

Address:

Contact Person: Phone:

Email:

Available Date #1 Available Times:

Available Date #2 Available Times:

Room Capacity: Number of Guest:

Cancellation Policy:

Bar:	❑ Open	❑ Cash	❑ Host	Cost:
Bar set up fee?		❑ Yes	❑ No	Cost:
Corkage fee?		❑ Yes	❑ No	Cost:
Hors D'oeuvers included?		❑ Yes	❑ No	Cost:
Chair covers included?		❑ Yes	❑ No	Cost:
Centerpieces included?		❑ Yes	❑ No	Cost:
Sweet table included?		❑ Yes	❑ No	Cost:
Wedding cake included?		❑ Yes	❑ No	Cost:
Children's plates included?		❑ Yes	❑ No	Cost:
Parking available?		❑ Yes	❑ No	Cost:
Gratuities included?		❑ Yes	❑ No	Cost:
Taxes included?		❑ Yes	❑ No	Cost:
Handicap accessibility?		❑ Yes	❑ No	Cost:
Are credit cards accepted?		❑ Yes	❑ No	Cost:

Ratio of servers to guests _____

Total Cost: _____

Notes: