

STAFF CHECKOFF LIST				
EVENT DATE:			201	
Folder Made?				
Outlook Reminder Set?				
Rules & Regs Sent?				
Contract Sent?				
Estimate Quote Sent?				

v0116

MEETING & EVENTS : GENERAL INQUIRY FORM

	Date In	quired on:		Spoke to: (Staff):
Name of Ever	nt / Group:			
Date of Event Event Contact	t: t Person:	# of Days		of Event:(Cell):
Email Addres Purpose of Ev	ss(s):		Referre	ed by:eople:
SELECT VE		g & Events Room: e: \$50; must be rese		\$100 + \$50 setup/cleanup = \$150 (\$20/extra per additional hour) m
M&E ROOM	A SETUP:			DRAW SETUP BELOW: eting & Events Room // Terrace
Stagger Classro Addita Theater	(Row in the middle; max 2 red (Zig-zag configuration om (Three rows facing on ional \$25 setup fee requir c (Chairs only; max 25; Ad	; max 25 people) e direction; 12-15 pe ed.) lditional \$25 setup fe	eople; ee required.)	14 ft.
TERRACE S	SETUP: Select <u>all</u> that of the constant of	apply: -BCI Renta -Own deco	uls?	10ft 3 ft. wall
men se peopl	BCI RENTALS	QTY		5.5ft W x 1ft.8" L x 3ft.2" H buffet table
	6 ft. Tables	\$10 / EA		
	White Linens	\$10 / EA		
			\dashv	I II
_	Outdoor Folding Chairs	\$1.50 / EA		

CATERING:



OTC On-site Catering? Y/N

*Note: Breakfast and Lunch only. Minimum 2 weeks notice. Deposit required. *Food charges will be made by Old Town Cafe by Bella Capri Inc.

OTC Food Order:

Standard Brunch Buffet (\$18/adult; \$12/child): # of Adults: ____ # of children (age 10 and under): ____ **Additional Catering:**

Catering Platters:	Small	QTY	Large	QTY
Fruit Platter	(serves 15-20) \$30		(serves 20-30) \$45	
Wrap Platter	(serves 15-20) \$50		(serves 20-30) \$85	
Spring Salad	(serves 15-20) \$35		(serves 20-30) \$45	
OTC Salad	(serves 15-20) \$40		(serves 20-30) \$50	
Assorted Pastries	(serves 10-12) \$25		(serves 12-15) \$40	
Coffee	(serves 8-10) \$15		(serves 10-12) \$20	
Champagne Bottle	(serves 6) \$18			
Water	Complimentary			

**(BCI Staff:)co	mmunicated Event Catering Detai		
Outside Catering? If yes, describe food: From where?:			
Q: Do they need to rent Pla		Reference excel sheet for prices.	
Bringing Own Alcohol?	*Note: Wine & Beer OK. Liquor \underline{must} have licensed bartender present. *Flat corkage fee for Wine = \$75; Flat for Beer = \$50; Combo of both = \$75		
If yes, describe drinks:			

Details to go over with guest(s):

An initial non-refundable Space Reservation Fee (SRF) is required to <u>guarantee</u> your reservation date. Once the SRF payment is made, it is **non-refundable** but you may change your reserved date if the event is cancelled within 7 days and an alternate date is available. The specific breakdown of charges is dependant on both the date of your event and your contractual agreement date.

Estimated total will be divided into payments of 50% each: 1st SRF @ 3 mo and Final SRF at 2 weeks prior. **Must be paid up in FULL 2 weeks prior to Event.** (If under 2 weeks, everything is due ASAP.)

(Refundable) Security Deposits (\$200):

- -If paid in Cash, the deposit will be returned day of event post inspection. Subject to Management approval.
- -If paid with Credit Card, a pre-authorization / hold will be placed on the card.
- -If paid by check, must be received **2 weeks** prior to event. The check <u>will be</u> deposited and a check will be written for the appropriate reimbursement within 1 week post event. (Make checks out to : <u>Prominent Hospitality, Inc.</u> Write in MEMO the Details of event / Date)