

Reception Site

Option #:

Name:

Address:

Contact Person:

Phone:

Email:

Available Date #1:

Available Time:

Available Date #2:

Available Time:

Room Capacity:

Number of Guests:

Cancellation Policy:

Bar	Open_____	Cash_____	Host_____	\$_____
Bar Set Up Fee		<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Corkage Fee		<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Hors D'Oeuvres Included?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Chair Covers Included?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Center Pieces Included?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Sweets Table Included?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Wedding Cake Included?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Children's Plates Included?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Parking Available?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Gratuities Included?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Taxes Included?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Handicap Accessibility?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Are Credit Cards Accepted?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Ratio of Guests to Servers:	_____			
				Total Costs: \$

Notes: