

# Catering Event Information



2705 Annapolis Ln N  
Plymouth MN 55441

Catering Tel: 763-553-2086  
Catering Fax: 763-553-9226

Please fill-out this form to reserve your event. Then deliver, mail, or fax back your completed form.

Date(s) of Event \_\_\_\_\_ How Many People \_\_\_\_\_

Type of Room Setup \_\_\_\_\_

Name of Room \_\_\_\_\_ Room Charge per Day \_\_\_\_\_

Name of Company or Group \_\_\_\_\_

Billing Mailing Address \_\_\_\_\_

Billing Address City, State, Zip \_\_\_\_\_

Contact Person For This Event \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Time Arriving for Event \_\_\_\_\_ Time to Serve Meal \_\_\_\_\_

Ending Time of Event \_\_\_\_\_ Audio/Video Needs \_\_\_\_\_

Reader Board To Read \_\_\_\_\_

Bar Services Needed \_\_\_\_\_

Menu \_\_\_\_\_

Deposit Amount \$ \_\_\_\_\_ Date of Deposit \_\_\_\_\_

(deposits are non-refundable and will be processed upon receipt of this form)

Deposit by: Cash / Check / Credit Card      Final Payment by: Cash / Check / Credit Card

C-Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

Credit Card Billing City, State, Zip \_\_\_\_\_

Credit Card Code (3 digits on back of Visa/MC/Disc or 4-digits on front of Amex) \_\_\_\_\_

Signature \_\_\_\_\_ Todays Date \_\_\_\_\_