

ADELAIDE HALL

CATERING SERVICE CONTRACT

Event Information

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone _____ Alternate phone _____

Email _____

Event Occasion (reception, wedding, reunion, prom, rehearsal dinner, company party, etc.)

Event Date _____ Event Start Time _____ Event End Time _____

I acknowledge and accept the following obligations:

- Minimum purchase of \$500 in food before taxes and service fee.
- I understand that payment in full is expected on the day of your event via cash or credit.
- Cancellation for any reason will result in a charge of \$500 to the credit card on file.
- I will guarantee the number of guests 3 weeks (21 days) prior to the event and will confirm my menu selections at least 3 weeks (21 days) prior to event.
- I have received a copy of the emergency exit routes.
- Required room rental fee for all events is \$300 on weekends (Fri- Sun) and \$200 during the week (Mon-Thurs) and there is a 20% service fee for all events.
- Prices are subject to change on the menu and fees.
- I acknowledge that I have read and understand all terms and conditions of the policies.

Signature _____ Date _____

Credit Card Information _____-Visa _____-Mastercard _____-Am Express _____-Other

_____ Exp. _____

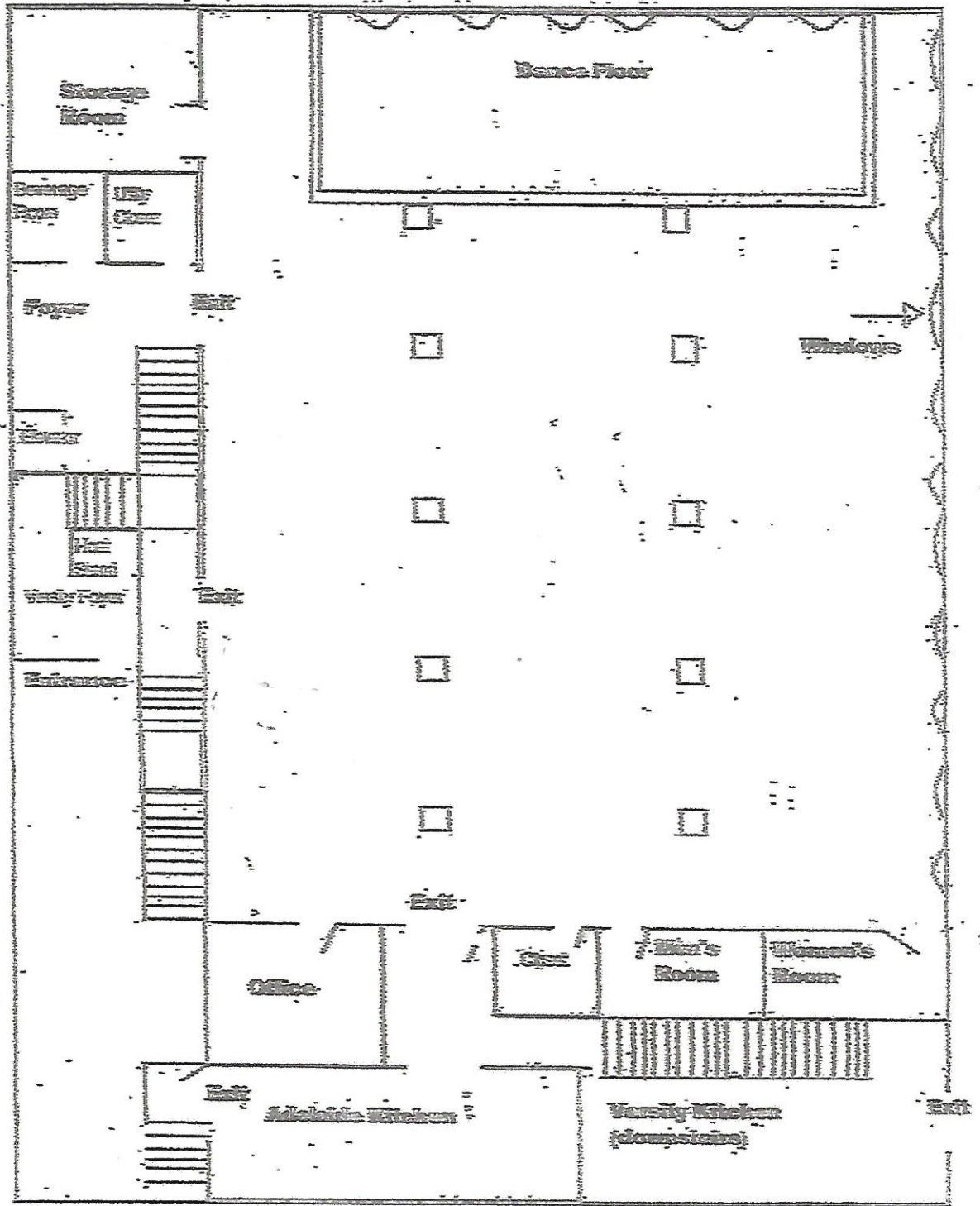
Adelaide Hall * 318 Garrison Ave. * Ft. Smith, AR 72901 * (479)434-4595, (479)434-2739

Website: Adelaidehall.com Email: Adelaide@cox-internet.com

Adelaide Hall Questionnaire

Please return this questionnaire two weeks prior to your event

1. What type of event are you having?
2. What is the date of your event?
3. What is your guest count?
4. What is your expected guest arrival time?
5. Are you having a cash bar, open bar (where you pay for all drinks), beer and/or wine?
6. What type of menu are you having? Hors D'oeuvres, Dinner Buffet, Sit Down Dinner?
7. If you are having Hors D'oeuvres, do you want your guests to eat upon arrival? If you are having a dinner, what time do you want it ready?
8. What items have you chosen for your menu? (Tea, coffee & water comes with the purchase of food)
9. Will you be renting any of our equipment? If so, what items?
10. If your event is a party where you will be having cake, would you like for us to provide the napkins, and plastic forks and plates (\$50 charge) or will you be providing those items?
11. Who will be providing the cakes and what time will they be delivered?
12. Are you having a DJ and what time will he be setting up?
13. When do you want to decorate? (Please get with someone for details)
14. Will you need any extra side tables, such as a head table, registration / sign-in table, and award / gift table?



ADELAIDE FLOOR PLAN