

EVENT CONFIRMATION FORM



Name of Company/Individual(s).....
 Date of Event..... Time of Event (*access time is 2 hrs prior to function*).....
 Type of Event..... Will any VIP'S Media/Press be in attendance?
 Address of Company/Individual,
 Name of Company's contact..... Tel. #
 On-site contact for Company..... Tel. #.....
 Email Address Fax #

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Menu Details: (*It is not recommended that 2 of the same type meat or option be selected*)
Lunch /Dinner Option - For Reservations of more than one day, please send menu attachment.
 3 course 1 3 course 2 3 course 3 3 course 4
 4 course 1 4 course 2 4 course 3 4 course 4
 Breakfast Option _____ Brunch Option _____
 Coffee Break Option _____ Conference Pkg. Option _____
Cocktail Options (Indicate # menu & cost please)
 Specialty Platter _____ Additional item(s) requested. _____
 Hors D'oeuvres (please attach the selected items)

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Food service Style (*Buffet Plated*). **Minimum of 30 persons for buffet service. If required for less than 30, a charge of \$5000.00 is applicable.**
 Food service times: Am Break..... Lunch..... PM Break..... Dinner,
 No. of persons attending event..... (**See GPGA for event confirmation**)
 Number of Vegan..... or Fish only, meals required?it is recommended they are seated together.
 Number of children under 10years old (50% of cost per child).....
 Bar type required (if any)?confirm bar opening time (**All limited bars are set to a \$ value**)
 Will wines be taken in?number of bottles, what time should they be served.....?
N.B Corkage fee is charged at US\$ 5.00 per bottle. 1 bottle serves 5 persons

Please state preferred menu option or attach copy of menu

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Color scheme of Event?.....(**Coloured napkins can be provided - conditions apply**)
 Will Display table(s) be required & #?What items will be displayed. (**Dependent on room capacity & #s confirmed**)
 Will Awards; Presenters' Registration table(s) be required?
 The number of tables required..... # of persons to be seated,
 Will Banners be taken in? Y....., N..... **If yes, it should be taken in 24hours prior to event?**
 Audio Visual equipment required: Flip chart; Microphones Wired / Wireless ; Multimedia projector; Screen; Other,
 Will a Band /Entertainers be at your event? Y __, N __ , do we need to provide seating for them?,
Set-Up Type: (Banquet style, Theatre, Classroom, U-shape, Board Room and Hollow Square):
 Number for Head table..... # for reserved tables.....
 Additional Requirements: _____

Please submit completed form 1 month prior to event date (if applicable) **OR** immediately if a late booking, **to fax #:876-940-8426**
Name: _____ **Date:** _____