

BANQUET CONFIRMATION FORM



COURT AVENUE RESTAURANT & BREWING COMPANY
309 COURT AVENUE
DES MOINES, IA 50309
PHONE: (515)282-BREW
FAX: (515)282-3789
www.courtavebrew.com

GROUP INFORMATION

Name of Party:

Number of Guests:

Date of Event:

Arrival Time:

CONTACT INFORMATION

Host/Contact Person:

E-mail Address:

Contact Number:

Fax Number:

Street Address:

City:

State:

Zip Code:

PACKAGE INFORMATION

LUNCH

DINNER

Platinum
 Gold

Diamond
 Gold

Platinum
 Silver

APPETIZER BUFFET

FOOD SELECTIONS AND SPECIAL REQUESTS

*List Entrée Selections, Appetizer Selections (if applicable), and Appetizer Buffet Selections in the space provided below and indicate any special requests or needs.

- Children's Menus Available
- Gluten Free Menus Available
- Vegetarian/Vegan Requests
- Food Allergies (please explain)

ADDITIONAL FEATURES

Bar Options: Open Limited (either by amount or by product) Cash

Dessert (\$5.99 per person)

Brew Tour (Complimentary)

Table Linen Service (Black Table Linens for all tables; \$1 per person)

Cake Service (Bring your own cake...we cut, plate and serve; \$2 per person)

Projector Screen Rental (\$10; does not include projector)

RESERVATION DEPOSIT

*The reservation of our banquet facilities is finalized by providing either credit card information or a personal check in the amount of \$200. No charge will be applied to the credit card and the check will not be cashed unless there is a cancellation of your reservation within 48 hours of the contracted date.

Personal Check (Proceed to the Reservation Statement)

American Express **Visa** **MasterCard** **Discover**

Credit Card Number:

Expiration:

RESERVATION STATEMENT

By signing below, you understand that the total charges for this event will consist of the chosen package, alcoholic beverages, any additional requested services, a 20% service charge, and a 6% sales tax. All charges will be presented on one check and payment will be expected at the conclusion of the event.

You also acknowledge that there is a minimum charge associated with reserving our banquet facilities of either \$500 (all lunch banquets), \$800 (Sunday-Thursday dinner banquets), or \$1,200 (Friday and Saturday dinner banquets) prior to our tax and service charge. The appropriate associated minimum charge must be achieved during the duration of the visit. In the event that the final amount does not meet the minimum required expenditure, the person responsible for the settlement of the check will have the option to supplement the difference in the form of a gift certificate(s) or retail items.

You also acknowledge that a final head count for the reservation must be provided at least 48 hours in advance of the said reservation. 10% of the most current head count will be used as the "Window of Error" where the host or person responsible for settling the final charges will be responsible for paying for a minimum of the final head count minus 10%, and Court Avenue Restaurant and Brewing Company agrees to have the capacity to guarantee service to the final head count plus 10%. (For example: Final head count is 40 people. Host agrees to pay for a minimum of 36 people, and Court Avenue Restaurant and Brewing Company guarantees accommodations for up to 44 people.)

Any requests or changes to the reservation within 48 hours of the reservation may not have the ability to be accommodated. In the event that a banquet reservation is cancelled within 48 hours of the reservation, a \$300 cancellation fee will be assessed along with a 20% service charge.

How did you hear about us?

Host/Contact Person Signature:

Date:

Banquet Manager Signature:

Date: