

Classique Banquet Hall

RESERVATION REQUEST FORM

Today's Date:

Group/Organization Name:	
Name of Event:	
Primary Contact Name:	
Address:	
City, State, Zip:	
Contact #:	Alternate # :
Email Address:	
Event Date:	Type of Event:
Event Start Time:	Event End Time:
Expected # of Attendees:	Head Table #:
Access Requested By: <small>(Please note this time will be included in rental period)</small>	

Deposit Nonrefundable

PACKAGE REQUESTED:

BANQUET ROOM ONLY:			GOLD PACKAGE:		
<input type="checkbox"/> 100 guests	<input type="checkbox"/> 200 guests	<input type="checkbox"/> Flip Room	<input type="checkbox"/> 100 guests	<input type="checkbox"/> 150 guests	<input type="checkbox"/> 200 guests
SILVER PACKAGE:			CLASSIQUE PACKAGE:		
<input type="checkbox"/> 100 guests	<input type="checkbox"/> 150 guests	<input type="checkbox"/> 200 guests	<input type="checkbox"/> 100 guests	<input type="checkbox"/> 150 guests	<input type="checkbox"/> 200 guests

Chair Covers, Sashes, Table Cloths and Hurricane Centerpieces (these are included with any of the packages)

50 guests 100 guests 150 guests 200 guests Flip Room

* Room rental fee includes set-up and breakdown. * Security & Cleaning is additional.

EQUIPMENT REQUIREMENTS:

The following equipment may be available at an additional cost. The use of one corded microphone and a podium is complimentary.

Microphone Cordless Microphone LCD Projector/Screen CD/DVD capability

CATERING:

Yes No In-house Outside Caterer

If you prefer your own caterer, they must be licensed and insured

ALCOHOL:

Yes No *Additional charge, Licensed and Insured (Security required)*

PLEASE INDICATE ANY ADDITIONAL COMMENTS OR SPECIAL NEEDS:

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WEDDING RECEPTION REQUEST FORM

To request more wedding information from us, simply fill out the form below and email to ClassiqueBanquetHall@gmail.com or fax to 678-759-1044.

Name of Bride: _____

Name of Groom: _____

Today's Date: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Date of Wedding: _____ Is the date flexible: Yes No

Theme of Wedding: _____ Budget: _____

Wedding Party Count: _____ Number of Guests: _____

Color(s): _____

Start Time: _____ End Time: _____

Event(s) you're looking for: Ceremony Reception Dance Other

Flowers: Yes No Centerpiece Desire: Yes No Number at Head Table _____

A/V Equipment: Microphone Screen Laptop Overhead Led Projector

DJ or Band Service: Yes No Wine/Punch Required? Yes No

Cash Bar Required? Yes No Time Bar Should open: Yes No

Beer/Liquor Tickets? Yes No If yes, how many would you like to purchase? _____

Deposit Nonrefundable