

Please complete and return to banquets@3660.com (30) days prior to event date. If you have any questions, please contact Marcy at banquets@3660.com

I)	Name of Event:								
	Day & Date of Event: Estimated No. of Guests:								
	Arrival Time of Guests: Lunch/Dinner Service Time*: *Buffet will remain open for 1.5 hours past the "start" time Event End Time**: **Banquet room is reserved for 3 hours for day events & 4 hours for evening events. An overtime fee will apply								
							for events that exceed the reservation time limit $+1$ hour prior to guests' arrival.		
						2)	On Site Coordinator/Contact:		
							Contact Phone: Contact Email:		
3)	Reception Table:YesNo Gift Table:YesNo Cake Table:YesNo								
	(3) 8' tables will be provided @ no charge. Request for additional tables will be subject to a \$10.00 +								
	tax charge; no charge if providing your own tablecloths.								
4)	Tablecloth Color: White Black NO PREFERENCE								
	Napkin Color:White Black Royal Blue								
	Red Hunter Green NO PREFERENCE								
5)	Requested Set up time:								
	Guests are allowed to set up/decorate 1 hour prior to their event. If additional set up time is needed, the								
	event MAY be subject to additional charges. Decorations are welcome except glitter and confetti. If special cleaning (glitter, confetti, food decorations, etc) is necessary after the event, a \$300.00 + tax fee								
	will apply.								
	11 /								
6)	Type of Seating: Number of tables:								
-	8 guests per round table.								

7)	Numbered Tables & Stands:	Yes No	Reserved Seating: _	Yes No		
8)	Menu:					
	Brunch Custom (pr	rix fixe) Lunch _	KK Lunch Buffet	Lunch Buffet		
	Appetizer Custom (pr	rix fixe) Dinner _	KK Dinner Buffet	Dinner Buffet		
	*Note: All food & beverage prices are subject to a 20% service charge + 4.712% state tax					
9)	Bar: Host* No Host (Cash Bar/Guest Pay Separately)					
	*Please make selection of hosted beverages:					
	Soft Drinks	Standard	Brands			
	House Wine	Call Brar	nds			
	Domestic Beer Premium Brands					
	Import Beer Sparkling Wine for Toasting					
	Amount for Bar Maximum (if any) \$					
	No outside alcohol or soft drinks are allowed on premise. If any unauthorized beverages are consumed, a					
	corkage fee will apply, Beer @ \$1.00	++/bottle, Wine @	\$30.00++/bottle, Spirits @ \$	5500.00++/bottle		
10						
10	Cake: Yes No		D 1' TI'			
	Cake Company/Bakery:					
	Cake cutting fee is $2.00++p/p$ - includes plates, silverware, cutting and serving of cake.					
	No fee if hosts provide their own plat	es & utensils; and w	vill cut & serve cake to guests	5.		
11	Entertainment*: Yes	N	0			
	Name:		Phone.:			
	Type of Entertainment:		Set up time	::		
	<u>*Note: Entertainm</u>	ent MUST be comp	oleted by 9:30 pm			
12) Audio Visual (AV):					
	Wired Microphone and Podium (C	COMPLIMENTA	RY) Yes No			
13) Slide Show: Yes	_ No				
	Screen Rental Only (\$75.00 + tax)):Yes	No			
	Projector Rental:* Yes	_ No Type or	f Playing Device:			
	*\$150.00 + tax - AV package of screen	en, projector, extens	ion cords, power strip, HDM	!I cord		
	*\$25.00 + tax - Multi-port adapter					

·	ndors: (Balloon or Tattoo Artist, Photo	
15) Parking:	Host (Client to pay for guests)	No Host (Guest to pay on own)
will be provide	_	64.00 for a 5-hour validation. A validation sticker g. The host may choose to pay for parking for all yn.
	Parking: Parking fee will be charged pand of your event.	per validation sticker and will be added to the bill
b. <u>No-Hos</u>	st Parking: Our 3660 staff will collect t	he parking fee upon guests' arrival.
*Note: Add	litional metered parking is available on	the street or at the nearby municipal parking lot.
16) Additional No	tes:	
Print:	Signature:	Date: