



✦BANQUET EVENT QUESTIONNAIRE✦

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

1) **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:** ___Yes___No **Gift Table:** ___Yes___No **Cake Table:** ___Yes___No

(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.

6) **Type of Seating:** _____ **Number of tables:** _____

8 guests per round table.

14) Additional Vendors: (Balloon or Tattoo Artist, Photo Booth, DJ, Magician, Hypnotist etc)

(please specify) _____

15) Parking: ___ Host (Client to pay for guests) ___ No Host (Guest to pay on own)

Parking is available in the 3660 building. The cost is \$4.00 for a 5-hour validation. A validation sticker will be provided for all guests who park in the building. The host may choose to pay for parking for all guests, or have their guests pay for parking on their own.

- a. **Hosted Parking:** Parking fee will be charged per validation sticker and will be added to the bill at the end of your event.

- b. **No-Host Parking:** Our 3660 staff will collect the parking fee upon guests' arrival.

*Note: Additional metered parking is available on the street or at the nearby municipal parking lot.

16) Additional Notes:

Print: _____ Signature: _____ Date: _____