

Event Information

Appt #, Day and Date of event _____ Location _____

Event type

Reception ____, Ceremony/Reception ____, Meeting ____, Other _____

Contact(s)

Name(s) (Bride and Grooms w/their last names)

Mailing address

of guests (Final count and pmt due 7 days prior)

Telephone H / W (Bride)

Telephone H / W (Groom)

Other telephone

E mail

Cell phone (Day of event)

Other info

event info continued

Location of ceremony (wedding)

Length of ceremony (Start and finish time)

Activities - before or after (Wedding pictures)

Receiving line at reception (Y / N)

INVITATION INFO (What does invite say?)

Guests invited to arrive:

Dinner is served:

Entertainment begins:

Event ends:

ARRIVAL TIMES/ DELIVERIES AND GUEST

Décor delivery (professional) After 10 am (describe)

Wedding cake delivery After 10 am (Refer to room set up)

Entertainment set up / time booked (DJ/Band/Other)

Room open time

event info continued

Guest arrival time

Host party arrival (time - Bride and Groom)

Social hour (time)

Hor's service (time)

Toast (formal / informal, time) _____

Blessing (Y / N)

Dinner service (time)

Room close time. Add hrs (\$175/\$350 HR)

(\$)

DJ to anounce seating time (Y/N)

Entertainment must not be booked past room end time.

AV (time, format - Must practice in advance)

Pizza delivery (Y/N, time)

Other

MENU INFORMATION

(Circle)

Plated - Buffet

Entrée Choice(s) limit 2 + Veg & Children

_____	\$
_____	\$
_____	\$

Vegetable (\$^)

_____	\$
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Starch (\$^)

_____	\$
-------	----

Salad (\$^)

_____	\$
-------	----

Vegetarian (Y / N) \$

_____	\$
-------	----

Children (Y / N) \$

_____	\$
-------	----

Feed entertainers and others (Y / N)

_____	\$
-------	----

Hor's

_____	\$
_____	\$
_____	\$
_____	\$

Nametags / Table Numbers (Y/N)

_____	\$
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Ushers for buffet service -

_____	\$
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Needed for buffet service only.

BAR INFORMATION

Indicate service time and/or host \$ amount.

Tap	Soda	Wine	Bot Beer	Call	Premium	Other

of kegs _____

\$ _____

of reserved kegs (regular brands only) _____

\$ _____

Ask _____ to tap reserve

Drink Tickets (Y/N - describe) _____

\$ _____

Host dollar amount _____

\$ _____

Sparkling wine (Y/N) _____

\$ _____

N.A. Sparkling wine (Y/N) _____

\$ _____

Wine (Table / Bar / Other) _____

\$ _____

Guests may smoke outside the doors.

Serving times

Cash Bar _____

Sparkling Wine _____

Wine - Table Service or other _____

Coffee _____

Water _____

Other _____

ROOM SET UP - Refer to diagram

Napkin color

Ivory	White	Other	(\$)
Ivory	White	Other	(\$)

Table linen color

Head table (Y / N , # of ppl, Shape, Location - see diagram)

Reserved tables (Y / N , # of tables, Location - See Diagram)

Cake cutting (Y / N , Cut top?, # of flavors, Service)

(\$)

Cake table (Y / N , Location)

Gift table (Y / N , Location)

Guest book (Y / N , Type, Location)

A / V Service (Format, Length, Timing)

(\$)

Media must be previewed before day of event to insure format can be run.

Votive candles - Rental

\$

Guest décor (hourly rates may apply)

(\$175/HR)

(\$)

Favors (Describe - Who will set?)

(\$)

No gum, glitter, balloons, sprinkles, alcohol, items to be thrown.

Other restrictions may apply.

The Grand Banquet Hall reserves the right to refuse any décor delivery based on housekeeping

or safety concerns.

set up contd.

Mic/podium (time/location, other)

(\$)

Hor's location / other

Room diagram (y/n)

(\$)

If tables are to be numbered or place cards used - room diagram is due 3 days prior to event.

Fax diagram to 651-275-1880

PAYMENT INFORMATION

Indicate the name of person(s) paying for the following -
Payment 7 days prior to event - (Cash/credit card only)

A personal check will be accepted 10 or more business days prior to event.

Payment for host items - Bar (Cash/credit card only)

Payment for balance (Cash/credit card only)

GENERAL INFORMATION

- 1 - Additional hours are charged at \$175.00 per hour including decorating time, in some circumstances.
- 1.2 - Ceremony time is charged at \$300.00 per hour.
- 2 - Decorating time is available after 10 a.m. on the day of the event.
- 3 - All Décor must be removed immediately after event.
- 4 - Décor must be pre approved by grand staff.
- 5 - Décor may be prohibited at discretion of Grand staff.
- 6 - Doors are unlocked at the agreed upon guest arrival.
- 7 - Please e mail grandbanquet@andiamo-ent.com for lost and found.
- 8 - The Grand is not responsible for lost/stolen items.
- 9 - Final count and Credit Card payment are due at the office 7 days prior to your event.
- 10 - You may pay with a personal check 10 business days prior to your event.
- 11 - You may increase your count after your final count is given. You may not reduce your count.
- 12 - Payment is due the day of your event for any balance from host bar or other additions.
- 13 - Payment will be accepted by credit card or cash on the day of your event.
- 14 - All vendors wishing to deliver to The Grand must call 651-430-2376 from a cell phone for pre event entry.

Signature

FAVOR SET UP

Appointment # _____

Name(s) (Bride and Groom last names)

Event Date

Please indicate how favors should be placed

Additional charges may apply for detailed set up.

\$

Return this page with favors prior to your event.
Remember, All deliveries to the Banquet Hall must
call 651-430-2376 when deliveries arrive at the
Grand Banquet Hall door.