

## Reception Worksheet

Location \_\_\_\_\_

Event Hours \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Total Cost of Location \$ \_\_\_\_\_ On-Site Gratuity \$ \_\_\_\_\_

Deposit Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Balance Amount \$ \_\_\_\_\_ Balance Due \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Are all staff fees included    Yes    No    In-house catering service    Yes    No

Is there heating/AC    Yes    No    In-house bar service    Yes    No

Do they have a dance floor    Yes    No    In-house coordinating    Yes    No

Are the hours flexible    Yes    No    Are china/crystal included    Yes    No

What are the taxes \_\_\_\_\_ %    Is stemware included    Yes    No

Gratuity required \_\_\_\_\_ %    Is linen included    Yes    No

Full kitchen use    Yes    No    Decorating restrictions    Yes    No

Tables and chairs included    Yes    No    Liquor restrictions    Yes    No

Sufficient Parking    Yes    No    Insurance waiver required    Yes    No

Cleaning deposits required    Yes    No    Is security provided    Yes    No

Add'l housekeeping fees    Yes    No    Are there staging or risers    Yes    No

Sufficient restrooms    Yes    No    Handicap Accessible    Yes    No

Name/Location of Room \_\_\_\_\_

Color Scheme \_\_\_\_\_ Walls \_\_\_\_\_ Carpeting \_\_\_\_\_

Upholstery \_\_\_\_\_ Linen \_\_\_\_\_ Colors \_\_\_\_\_

Table Cloths \_\_\_\_\_ Napkins \_\_\_\_\_ Skirting \_\_\_\_\_

# of Guests Expected \_\_\_\_\_ Final Confirmation Date \_\_\_\_\_

Reception Time \_\_\_\_\_ End Time \_\_\_\_\_ Add'l Hour Rate \$ \_\_\_\_\_

Service Type: \_\_\_\_\_ Sit Down    \_\_\_\_\_ Buffet    \_\_\_\_\_ Food Stations

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_