

Today's Date: \_\_\_\_\_ Order Received By: \_\_\_\_\_

Function: \_\_\_\_\_

Contact Name: \_\_\_\_\_

**Event Location, Date, Guests**

Date of Event: \_\_\_\_\_  
Day of Week, Month, Day, Year

Location: Chalet      Patio      Dining Room

Time Block: \_\_\_\_\_

Time Arriving: \_\_\_\_\_

Time of Social: \_\_\_\_\_

Time of Food Service: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Guarantee Number: \_\_\_\_\_

**Special Requests**

Audio/Video Requests (Check all that apply):

Podium       Microphone

Other \_\_\_\_\_

Linens: \_\_\_\_\_

Table Arrangement: \_\_\_\_\_

**Bringing Cake (Anniversary or Birthdays Only):**

Yes       No

(Cake must come from licensed commercial bakery)

**Food:**       Plated       Buffet

**Pricing:**

Appetizers: \_\_\_\_\_

\_\_\_\_\_

Salad: \_\_\_\_\_

\_\_\_\_\_

Dinner: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starch: \_\_\_\_\_

\_\_\_\_\_

Vegetable: \_\_\_\_\_

\_\_\_\_\_

Dessert: \_\_\_\_\_

\_\_\_\_\_

**Drinks:**       Host Bar       Cash Bar       Drink Tickets \_\_\_\_\_

The Following Charges Will Be Applied To Your Bill  
18% Gratuity • 7% Tax on Food • 9% Tax on Alcohol

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Divots Employee Signature \_\_\_\_\_ Date \_\_\_\_\_