



PRIVATE PARTY APPLICATION

Today's Date: _____ Party Date: _____

Time of Party: _____ Number of Attendees: _____

Set-up Date: _____ Set-up Time: _____

Contact Person Name: _____

Address: _____

Contact Person Phone Number: _____

Contact Person Email Address: _____

Reason for Private Party: _____

Cash Bar/ Open Bar: _____ Smoking/Non-Smoking _____

Music for Party: DJ/IPOD/Itunes/cds/Live Band

Name of DJ or Band: _____

Catering Information for Event:

Ice?	Y/N	
Chafing Dishes?	Y/N	# Needed: _____
Plates/Utensils?	Y/N	# Needed: _____
Tables?	Y/N	# of Tables: _____
Linens?	Y/N	Color: Black/Maroon

Name & Phone Number of Caterer: _____

Additional Information:

Deposit Received: _____ Date: _____

Payment Received: _____ Date: _____

I, _____, have read and understand the private party guidelines, rules and room restrictions.