

# BANQUET + EAST LOFT

## CONFIRMATION FORM

AMERICANA  
1312 Locust St. • Des Moines, IA 50309  
P: 515.283.1312  
F: 515.243.1397  
www.americanadsm.com  
events.manager@americanadsm.com



Please return this form via fax, 515.243.1397  
or email, [eventsmanager@americanadsm.com](mailto:eventsmanager@americanadsm.com)  
to secure reservation.

NAME OF PARTY \_\_\_\_\_  
DATE OF RESERVATION \_\_\_\_\_  
ARRIVAL TIME \_\_\_\_\_  
ESTIMATED DEPARTURE TIME \_\_\_\_\_  
GUARANTEED NUMBER OF GUESTS\*\* \_\_\_\_\_  
HOST \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

### BANQUET + EAST LOFT MINIMUMS 60-100 Guests\*

All food and drinks purchased  
count toward minimum spend  
before tax and gratuity.

SUNDAY-THURSDAY - \$2000  
FRIDAY - \$3000  
SATURDAY - \$3000

DEPOSIT (Circle one) VISA / MC / AMEX / DISC / CHECK

CREDIT CARD NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_

GUEST SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DEPOSIT** The reservation will be held with a check for \$200, or a credit card number. This \$200 will only be cashed or charged in the case of a cancellation within 72 hours of your reserved event.

## TOTAL CHARGES

\*TOTAL CHARGES will consist of the chosen package + bar tab + 20% service charge + 6% sales tax. All charges will be presented on one check unless otherwise specified by host. Prior to event, please specify who will be taking care of the check and if it will need to be modified any reason. The party acknowledges that specified room minimums must be met under all circumstances.

\*Capacities may vary slightly between cocktail receptions and seated buffet dinners.

\*\*Exact number of guests must be provided at least 72 hours in advance of party or you will be charged for the guaranteed number of guests provided above.

EXTRA Check all that apply.

**AV EQUIPMENT - NO FEE**

Includes 96" projector and screen, DVD player, audio speakers, and wireless microphone

*\*Video format must be provided on a DVD, USB drive, or emailed in advance.*

**CAKE SERVICE (\$1/person)**