

# 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  
to secure reservation.

NAME OF PARTY \_\_\_\_\_  
REASON FOR PARTY \_\_\_\_\_  
DATE OF RESERVATION \_\_\_\_\_  
OCCASION \_\_\_\_\_  
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

PAYMENT ☐ VISA / ☐ MC / ☐ AMEX / ☐ DISC

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

- ☐ I understand cancelling my event within 72 hours I may be subject to a charge for product lost.
- ☐ I agree if the minimum is not reached I will be sold gift card(s) for the remaining balance.

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

**CARD HOLD** This reservation will be held with an active credit card number. The card will be charged \$200 in the case of a cancellation within 72 hours of your reserved event.

## TOTAL CHARGES

\*Total charges will consist of all food and drinks ordered + 20% service charge + 7% 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 lunch or dinner.

\*\*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)

#### BAR OPTIONS:

- ☐ Open Bar  
☐ Cash Bar  
☐ Limited Bar

#MyAmericana