

PRIVATE 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 _____

DATE OF RESERVATION _____

Please checkmark a box for date & time.

GUARANTEED NUMBER OF GUESTS** _____

HOST _____

CONTACT PERSON _____

PHONE _____

EMAIL _____

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 the \$200 deposit 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 all food and drinks ordered + 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 lunch or dinner.

**Exact number of guests must be provided at least 24 hours in advance of party or you will be charged for the guaranteed number of guests provided above.

PRIVATE LOFT ROOM MINIMUMS

Up to 22 guests*

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

MONDAY -FRIDAY

Lunch - \$200

Dinner - \$500

PICK A DAY & TIME

FRIDAY

5:00 - 7:30

8:00 - 11:00

SATURDAY

5:00 - 7:30

8:00 - 11:00

SUN - THURS

HOW WOULD YOU LIKE THE CHECK?

ONE CHECK

SEPERATE CHECKS

#MyAmericana