

UPPER LEVEL

CONFIRMATION FORM

AMERICANA
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Please return this form via fax, 515.243.1397 or email, 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 _____

UPPER LEVEL MINIMUMS

80-175 Guests*

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

SUNDAY-THURSDAY - \$3000

FRIDAY - \$5000

SATURDAY - \$5000

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)