

VIP EXCLUSIVE EVENT

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 _____

VIP EXCLUSIVE EVENT MINIMUM AGREEMENT

110+ Guests *

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

Buyout minimums vary based on day of the week, date, and time. Please contact the Events Manager to determine a minimum for your event.

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

CREDIT CARD NUMBER _____ EXP. DATE _____

MINIMUM: \$ _____

Agreed upon between Americana and the undersigned.

GUEST SIGNATURE _____ DATE _____

DEPOSIT The reservation will be held with a check for the \$1000 deposit or a credit card number. This \$1000 will only be cashed or charged in the case of a cancellation within one week of your reserved event.

MENU Menu choices must be made 14 days prior to your event. There is a \$50 per day fee for menus returned past this deadline.

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. The party acknowledges that specified minimum agreed above must be met under all circumstances.

*Capacities may vary slightly between cocktail receptions and 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.

#MyAmericana