

BANQUET + EAST LOFT

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 _____

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

EXTRA Check all that apply.

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 _____

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 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.

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