

# UPPER LEVEL

## CONFIRMATION FORM

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Please email this form to [eventsmanager@americanadsm.com](mailto:eventsmanager@americanadsm.com), in order to secure your reservation.

NAME OF PARTY \_\_\_\_\_

OCCASION \_\_\_\_\_

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

PAYMENT  VISA /  MC /  AMEX /  DISC

CREDIT CARD NUMBER \_\_\_\_\_

EXP. DATE \_\_\_\_\_ CVC \_\_\_\_\_

- 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 the chosen package + bar tab + 20% gratuity + 7% sales tax + 2.75% interchange fee. 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** (\$2/person)

### BAR OPTIONS

- Open Bar
- Cash Bar
- Limited Bar

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