

# VIP EXCLUSIVE EVENT

## CONFIRMATION FORM

AMERICANA  
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P: 515.283.1312  
www.americanadsm.com  
events.manager@americanadsm.com



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

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

DATE OF RESERVATION \_\_\_\_\_

ARRIVAL TIME \_\_\_\_\_

ESTIMATED DEPARTURE TIME \_\_\_\_\_

GUARANTEED NUMBER OF GUESTS\*\* \_\_\_\_\_

HOST \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

PAYMENT  VISA /  MC /  AMEX /  DISC

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

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

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% gratuity + 7% sales tax + 2.75% interchange fee. 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.

## 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.