

# BANQUET ROOM

## CONFIRMATION FORM

AMERICANA  
1312 Locust St. • Des Moines, IA 50309  
P: 515.283.1312  
F: 515.243.1397  
www.americanadsm.com  
events.manager@americanadsm.com



Please return this form via fax, 515.243.1397 or email, [eventsmanager@americanadsm.com](mailto: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 \_\_\_\_\_

### BANQUET ROOM MINIMUMS

23-60 Guests\*

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

SUNDAY-THURSDAY - \$500  
FRIDAY - \$1800  
SATURDAY - \$1800

### TOTAL CHARGES

\*TOTAL CHARGES will consist of the chosen package + bar tab + 20% service charge + 7% sales tax. All charges will be presented on one check unless otherwise specified by host.

\*\*Exact number of guests must be provided at least 36 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)**