

BANQUET ROOM

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 _____
OCCASION _____
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 - \$1000
FRIDAY - \$1800
SATURDAY - \$1800

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

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 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 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 (\$1/person)**

BAR OPTIONS:

- Open Bar
 Cash Bar
 Limited Bar

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