

BANQUET ROOM

CONFIRMATION FORM

AMERICANA
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Please email this form to eventsmanager@americanadsm.com, in order to secure your 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 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.

**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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