

# PRIVATE LOFT

## CONFIRMATION FORM

AMERICANA  
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Please return this form via fax, 515.243.1397 or email, [eventsmanager@americanadsm.com](mailto:eventsmanager@americanadsm.com) to secure reservation.

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

OCCASION \_\_\_\_\_

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

Please checkmark a box for date & time.

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

HOST \_\_\_\_\_

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

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**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 all food and drinks ordered + 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.

## PRIVATE LOFT ROOM MINIMUMS

Up to 22 guests\*

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

MONDAY-FRIDAY

Lunch \$250

Dinner \$500

### PICK A DAY & TIME

#### FRIDAY

- 5.00 - 7:30  
 8:00 - Close

#### SATURDAY

- 5.00 - 7:30  
 8:00 - Close

#### SUN - THURS

- \_\_\_\_\_

## HOW WOULD YOU LIKE THE CHECK?

- One check  
 Separate checks

### BAR OPTIONS:

- Open Bar  
 Cash Bar  
 Limited Bar

#MyAmericana