

Name of Company/Individual(s)..... Date form submitted.....
 Date of Event..... Time of Event (access time is 2 hrs prior to function).....
 Type of Event..... Will any VIP'S ☐ Media/Press ☐ be in attendance?
 Address of Company/Individual,
 Name of Company's contact..... Tel. #
 On-site contact for Company..... Tel. #
 Email Address Fax #.....

FOOD SERVICE DETAILS

Menu Details: (It is not recommended that 2 of the same type meat or option be selected)
Conference Packages - For Reservations of more than one day, please send menu attachment.
 Option 1 ☐ Option 2 ☐ Option 3 ☐ Option 4 ☐ Option 5 ☐ Option 6 ☐ Option 7 ☐ Option 8 ☐ Option 9 ☐ Option 10 ☐
 Breakfast Option Brunch Option (please attach the selected items)
 Coffee Break Option Lunch /Dinner Option
Cocktail Options
 Specialty Platter
 Hors D'oeuvres (please attach the selected items)

How would you like the food served?..... (Buffet or Plated). **Minimum of 30 persons for buffet service. If required for less than 30, a charge of US\$40.00 is applicable.**
 What time would you like the food served? Am Break..... Lunch..... PM Break..... Dinner
 No. of persons attending event..... (See GPGA for event confirmation)
 Number of Vegan..... or Fish only, meals required?it is recommended they are seated together.
 Number of children under 10years old (Cost: US\$13.50 per child)..... (Specific menu items available)
 Bar type required (if any)?, what time should the bar be opened? (All limited bars are set to a specific \$ value)
 Will wines be taken in? Number of bottles What time should they be served?.....
N.B Corkage fee is charged at US\$4.00 per bottle. 1 bottle serves 5 persons

SETUP DETAILS

Color scheme of Event? (If coloured napkins are required – conditions apply)
 Will Display table(s) be required & #? what items will be displayed. (Dependent on capacity of room & #s confirmed)
 Will ☐ Awards; ☐ Presenters' ☐ Registration table(s) be required? (If yes, please select)
 Total number of tables above required..... # of persons to be seated
 Will Banners be taken in? Y....., N..... If yes, it should be taken in the day before.
 Audio Visual equipment required: ☐ Flip chart; Microphones Wired ☐ / Wireless ☐; ☐ Multimedia projector; ☐ Screen; ☐ Other (Additional cost applies for all AV)
 Will a Band /Entertainers be at your event? Y __, N __, do we need to provide seating for them ?
 Set-Up Type: (Banquet style, Cocktail, Theatre, Classroom, U-shape, Board Room and Hollow Square):
 (Referenced on the room lay out guide)
 Number of persons for head table..... Number of persons for reserved tables.....
 Additional Requirements:

Please return completed form to fax #:876-906-2224 or scan and e-mail to sales7@courtleigh.com . Please submit 1 month prior to event date (if applicable) **OR immediately if a late booking,**

Name: Date: Signature: