

**Party Information**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Information:**                      Cash      Credit Card      Other

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_

Deposit \_\_\_\_\_ Balance: \_\_\_\_\_

**Menu Information:**                                      Lunch      Dinner

Banquet Menu:                                      Lunch **A B C**      Dinner **1 2 3 4**

Modified: \_\_\_\_\_

Special Requests: \_\_\_\_\_

Beverage:                                      Open Bar      Cash Bar

Modified: \_\_\_\_\_

Special Requests: \_\_\_\_\_

Steinbrenner / Piniella Room      DeBartolo Room      Special: \_\_\_\_\_

Room Set-up: \_\_\_\_\_

First Contact: \_\_\_\_/\_\_\_\_/\_\_\_\_ Confirmed \_\_\_\_/\_\_\_\_/\_\_\_\_ Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Kitchen Informed: \_\_\_\_\_ Date: \_\_\_\_\_