DA VINCI BANQUET HALL
FUNCTION PROCEDURES & INFORMATION

NAME(S): _____ ROOM:_____

DATE: _____ _____ _____ _____
WEEKDAY MONTH DAY YEAR

TYPE OF FUNCTION: _____

DOOR SIGN TO READ: _____

TIMES:
IN BY: _____
RECEPTION: _____
DINNER: _____
OUT BY: _____

NUMBER OF PERSONS:
ADULTS: _____
CHILDREN UNDER 12: _____
CHILDREN UNDER 3: _____
EXTRA SEATS: _____
BOOSTER SEATS/HIGH CHAIRS: _____

GUARANTEED NUMBER OF MEALS: _____

SPECIAL MENUES / ALLERGIES:_____

WILL YOU BE USING A SEATING ARRANGEMENT? ☐ YES ☐ NO

RECEIVING TABLE? ☐ YES ☐ NO NUMBER OF CHAIRS: _____

HEAD TABLE? ☐ YES ☐ NO NUMBER OF PEOPLE: _____

TOTAL NUMBER OF TABLES (EXCLUDING HEAD TABLE): _____

TABLECLOTHS: ☐ DA VINCI WHITE ☐ DA VINCI IVORY ☐ OTHER BY LESSEE
NAPKINS: ☐ DA VINCI WHITE ☐ DA VINCI IVORY ☐ OTHER BY LESSEE

OTHER DÉCOR BY LESSEE: _____

IF APPLICABLE, ITEMS REQUIRED ON RECEIVING TABLE SUPPLIED BY LESSEE:

☐ COOKIES ☐ SERVIETTES ☐ BOMBONIERE ☐ SEATING CARDS ☐ GUEST BOOK/PEN
☐ _____ ☐ _____ ☐ _____ ☐ _____

TOAST: ☐ YES ☐ NO ☐ BEFORE DINNER ☐ AFTER DINNER

OPENING DANCE: ☐ YES ☐ NO ☐ BEFORE DINNER ☐ AFTER DINNER

GRACE/PRAYER: ☐ YES ☐ NO ☐ BEFORE DINNER ☐ AFTER DINNER

BAND OR D.J.: _____ _____
COMPANY NAME & CONTACT TELEPHONE NUMBER

FLORIST: _____ _____
COMPANY NAME & CONTACT TELEPHONE NUMBER

CAKE: _____ _____
COMPANY NAME & CONTACT TELEPHONE NUMBER

HALL DÉCOR: _____ _____
COMPANY NAME & CONTACT TELEPHONE NUMBER

Security Guards include use of the safe for the evening _____Fee $ 150.00_____