

First and Last Name: _____

Organization or Company Name: _____
(if applicable)

Address (Please include City, State and Zip Code)

Contact Phone Number(s) Home: _____

(Circle Preferred Method of Contact) Work: _____

Cellular: _____

Email Address: _____

Secondary Point of Contact

First and Last Name: _____ **Phone Number:** _____

Type of Event (Circle One)

Corporate Organizational Wedding Reception Personal Seminar/Meeting

Requested Event Date(s): _____

Event Times: Arrival Time _____ Start Time _____ End Time _____
Serve Time _____

Food Style (Circle Primary Interest)

Plated Buffet Stations Hors D 'Oeuvres Dining Room

Number of Guests Planned to Attend _____

Select the Following Elements You Request the Club to Provide

Bar	Head Table(s)	Centerpieces
Dance Floor	Screen and Projector	Stage
Wine/Champagne Table	Microphone and Lectern	Pre Posted Flag(s)
Cake Service	Colored Linen	Sign In Table

Please enter your vision for the event or any additional details:

Important Information!

Even the Tinker Club can be challenged with issues at various times. In order to decrease confusion and increase communication the questionnaire must be filled out and signed when you book your event and pay your deposit.

The Catering Sales Office can be very busy at times. Each contract will be emailed or handed to the point of contact for review. It is that person's responsibility to review everything on the contract. If you need to make additions or changes first email or visit the catering office; this ensures the point of contact that the information was relayed to the appropriate person in a timely manner. If you don't get a response within one business day please give us a call at 734-3418.

Once a contract has been generated you will have 48 hours prior to the event to contact the club and inform them of your final guest attendance and any changes that need to be made on the contract.

Final guest attendance must be finalized 48 hours prior to your event, on weekdays and 72 hours on weekends. *If a final number of guests is not called in or emailed by the designated deadline the catering department will assume your guest attendance is the initial number given, at the time of booking. Set up and charges will be based on that number of guests. This is your responsibility and the catering department will not be responsible for reminding you of your obligation as it is set out, in the catering contract.*

If you understand and accept this policy initial _____

Any changes that are made after the 48 or 72 hour deadline will be implemented; if the request is feasible. There will be an additional charge of 25.00 per item changed. *If items are not on the contract at 48 or 72 hours prior to your event the Tinker Club Staff and Catering Department are not responsible for your negligence and the fine will be implemented on your final bill.*

If you understand and accept this policy initial _____

I _____, was explained and understand the policies aforementioned on this date _____.

