|  |  |
| --- | --- |
| A logo on a black background  Description automatically generated with low confidence | Event Date: |

|  |
| --- |
| **BANQUET EVENT ORDER** |

|  |  |
| --- | --- |
| ACCOUNT: | SALES MANAGER: |
| CONTACT: | EMAIL: |
| ADDRESS: | PHONE: |
| EMAIL: |  |
| PHONE: |  |

|  |
| --- |
| **EVENT SUMMARY** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Date** | **Time** | **Event Type** | **Guests** | **Event F&B Min** | **Rental** |
|  |  |  |  |  |  |  |

# FOOD SETUP

Qty Price Total Sample space for setup details

Sample Menu Items

*Description*

Sample Menu Items

*Description*

# BEVERAGES

Qty Price Total

1 Sample Beverages

|  |
| --- |
| **BILLING** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total** | | | |
| **Subtotal** | | **$0.00** | |
| Gratuity | 0.0% | $0.00 |
| State Sales Tax | 0.0% | $0.00 |
| Security Deposit |  | $0.00 |
| **Grand Total** | | **$0.00** |
| Deposit | | $0.00 |
| **Estimated Amount Due** | | $0.00 |

**Client Signature x** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_