



Event Confirmation

Event Name _____

Contact Names _____

Address _____

City/State/Zip Code _____

Email _____

Phone (primary) _____ (secondary) _____

Event Date _____

Number of Guests _____

Times _____

Billing Details

Nonrefundable room rental payments are required to confirm the event.

Please check the rooms you are reserving for your event:

- Whole Banquet Room - \$500 +tax
- Half Banquet Area - \$250 +tax
- Sun Room - \$100 +tax
- Outdoor Gazebo - \$200 +tax
- Lounge (The Eagles Bar and Grill) - \$200 +tax

Seven Days Prior to Event – Due Date: _____

- Final Guest Count
- Payment of Security Fee (4 hours min. \$288, each additional hour \$72)
- Payment Estimated Food and Beverage Charges
- Payment of Accessories: Candle/Votive (\$1/each +tax) or Table Mirror (\$1/each +tax)
- Outdoor White Gazebo Guest Chairs (\$2/each +tax)
- Payment of Cake Cutting Fee (\$75 +tax)

Event confirmations, by signing below, acknowledge parties agree to the policies.

Signature _____

Date _____