

EVENT CONFIRMATION FORM



Name of Company/Individual(s).....
 Date of Event..... Time of Event (*access time is 2 hrs prior to function*).....
 Type of Event..... Will any VIP'S Media/Press be in attendance?
 Address of Company/Individual,
 Name of Company's contact..... Tel. #
 On-site contact for Company..... Tel. #.....
 Email Address Fax #.....

F
O
O
D

S
E
R
V
I
C
E

D
E
T
A
I
L
S

Menu Details: (*It is not recommended that 2 of the same type meat or option be selected*)
Conference Packages - For Reservations of more than one day, please send menu attachment.
 Option 1 Option 2 Option 3 Option 4 Option 5
 Option 6 Option 7 Option 8 Option 9 Option 10
 Breakfast Option _____ Brunch Option _____
 Coffee Break Option _____ Lunch /Dinner Option _____
Cocktail Options (*Indicate 3/4 or 5 course, # menu & cost please*)
 Specialty Platter _____ Additional item(s) requested. _____
 Hors D'oeuvres (**please attach the selected items**)

Please state preferred menu option or attach copy of menu

S
E
T
U
P

D
E
T
A
I
L
S

Food service Style (*Buffet Plated*). **Minimum of 30 persons for buffet service. If required for less than 30, a charge of \$3000.00 is applicable.**
 Food service times: Am Break/Breakfast..... Lunch..... PM Break..... Dinner/Cocktail,
 No. of persons attending event..... (**See GPGA for event confirmation**)
 Number of Vegan..... or Fish only, meals required?it is recommended they are seated together.
 Number of children under 10years old (**60% of cost per child**).....
 Bar type required (if any)? confirm bar opening time (**All limited bars are set to a \$ value**)
 Will wines be taken in?number of bottles, what time should they be served.....?
N.B Corkage fee is charged at JA\$300.00 per bottle. 1 bottle serves 5 persons
 Color scheme of Event? (**Coloured napkins can be provided – conditions apply**)
 Will Display table(s) be required & #?What items will be displayed. (**Dependent on room capacity & #s confirmed**)
 Will Awards; Presenters' Registration table(s) be required?
 The number of tables above required..... # of persons to be seated,
 Will Banners be taken in? Y....., N..... **If yes, it should be taken in the day before?**
 Audio Visual equipment required: Flip chart; Microphones Wired / Wireless ; Multimedia projector; Screen; Internet; Other,
 Will a Band /Entertainers be at your event? Y __, N __, confirm #.....Do we need to provide seating Y __, N __
 Set-Up Type: (**Banquet style, Theatre, Classroom, Cocktail Rounds, U-shape, Board Room and Hollow Square**):
 Number of persons for Head table..... # for reserved tables.....
 Additional Requirements: _____

Please submit completed form 1 month prior to event date (if applicable) **OR** immediately if a late booking, **to fax #:876-906-2224 or scan and e-mail to sales4@courtleigh.com**.

Name: _____ Date: _____