

Name of Company/Individual(s)..... Date form submitted.....  
 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 #.....

**FOOD SERVICE DETAILS**

**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 \_\_\_\_\_ (**please attach the selected items**)  
 Coffee Break Option \_\_\_\_\_ Lunch /Dinner Option \_\_\_\_\_  
**Cocktail Options** (*Indicate 3/4 or 5 course, # menu & cost please*)  
 Specialty Platter \_\_\_\_\_  
 Hors D'oeuvres (**please attach the selected items**)

How would you like the food served?..... (*Buffet or Plated*). **Minimum of 30 persons for buffet service. If required for less than 30, a charge of \$3000.00 is applicable.**  
 What time would you like the food served? Am Break..... Lunch..... PM Break..... Dinner .....,  
 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 (**Cost: J\$1700 per child**)..... (*Specific menu items available*)  
 Bar type required (if any)? ....., what time should the bar be opened? ..... (**All limited bars are set to a specific \$ 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**

**SETUP DETAILS**

Color scheme of Event? ..... (*If coloured napkins are required – conditions apply*)  
 Will Display table(s) be required & #? ..... what items will be displayed. .... (*Dependent on capacity of room & #s confirmed*)  
 Will  Awards;  Presenters'  Registration table(s) be required? (*If yes, please select*)  
 Total 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;  Other  
 ..... (*Additional cost applies for all AV*)  
 Will a Band /Entertainers be at your event? Y \_\_, N \_\_, do we need to provide seating for them ? .....,  
 Set-Up Type: (**Banquet style, Cocktail, Theatre, Classroom, U-shape, Board Room and Hollow Square**): .....  
 (*Referenced on the room lay out guide*)  
 Number of persons for head table..... Number of persons for reserved tables.....  
 Additional Requirements: \_\_\_\_\_

**Please return completed form to fax #:876-906-2224 or scan and e-mail to [sales7@courtleigh.com](mailto:sales7@courtleigh.com) . Please submit 1 month prior to event date (if applicable) **OR** immediately if a late booking,**  
 Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_