



Blue Ridge Café & Catering
Banquet/Catering Request

Full Name: _____
(BOTH NAMES FOR BRIDE & GROOM OR ALTERNATE CONTACT PERSON)

Complete Address: _____

(WHERE YOU CHOOSE TO HAVE MATERIALS MAILED)

Telephone: **Home:** _____ **Work:** _____
 E-mail: _____ **Fax:** _____

Company: _____

Date of Event: _____ **Time:** _____
(OR APPROXIMATE DATE) (START TIME, MEAL TIME & EXPECTED DURATION)

Tentative # of People: _____
(SPECIFY ADULTS & CHILDREN SEPARATELY & IF HIGHCHAIRS OR BOOSTER SEATS NEEDED)

On Site: _____ **Off Site:** _____

Banquet Menu: _____ **Restaurant Menu:** _____

Same Check: _____ **Separate Checks:** _____

Room Setup Requests: _____
(I.E., GIFT, CAKE OR REGISTRATION TABLES, PODIUM, FLAGS, ETC.)

Additional Menus? _____
(I.E., ENGAGEMENT PARTY, BRIDAL SHOWER, REHEARSAL DINNER, WEDDING RECEPTION, ETC.)

Discussion of Menu Ideas: _____

Original Employee Contact: _____

Date & Time of Initial Contact: _____

How Did You Hear About Us? _____

Deposit Amount: \$ _____ **Credit Card #:** _____