



EVENT INFORMATION

Client Name:

Client Email :

Client Address: Client Phone Number:

Type of Event: Wedding HolidayParty Corporate Charity Event Birthday Party Other:

Date of Event: Time of Event: Hours of Service: Estimated Guest Count:

Name and Address of Venue:

Name, Phone # & Email of Events Coordinator or Rental Director:

Name:

Phone:

Email Address:

SERVICES for the Bar:

of Bartenders Needed:

of Servers Needed:

Client Shop or Spunky Shops:

BAR SERVICE CHOICES:

Open Bar Cash Bar Cash Bar for Charity Donations *ASK Pay per Head (price based on package)

Tip Choices:

Jar Host

BAR MENU CHOICES:

Beer, Wine and Soft Drinks Beer, Wine, Soft Drinks & Signature Drink

Full Bar, including beer, wine, & mixed drinks Full Bar, including beer, wine, mixed drinks & specialty drink

BAR MENU DETAILS: "Please select ALL that apply"

Beer Wine Vodka Rum Bourbon Tequila Gin Scotch Whiskey

Favorite Cocktails:

BAR DETAILS:

Types of Glasses preferred:

Plastic Glass Combo:

Ice machine at Venue?

Bar at Venue?

Any Stock being donated?

Theme of Event/Colors:

VENDOR HELP—Need referrals for

Caterer DJ Event Planner Flowers Linens/Rentals Photographer Decorator/Designer

Special Additions:

Ice Sculpture Laser Photo's Memories in Chocolate Casino Parties Frozen Drink Café ala Cart

Special Instructions and Notes for EVENT: