

GOELS PLAZA RESERVATION QUESTIONNAIRE

August, 2006

NAME OF CUSTOMER: _____ DATE OF FIRST VISIT: _____

PHONE NUMBER : Work _____ Home: _____ Cell: _____

E-MAIL ADDRESS: _____ Fax: _____

STREET ADDRESS: _____ City: _____ Zip _____

NAME / TYPE OF THE EVENT: _____

HOW DID YOU HEAR ABOUT GOELS PLAZA: _____

TOTAL MAXIMUM GUESTS EXPECTED (INCLUDING CHILDREN) : _____

EVENT DATE: _____ EVENT BUDGET : _____

CHECK-IN TIME: _____ CHECK-OUT TIME: _____

ROOMS DESIRED / RESERVED:

MAGNOLIA: _____ AZALEA _____ MEETING ROOMS: _____

IRIS: _____ CARNATION: _____ LOUNGE: _____ EXHIBITION HALL: _____

FOOD PREP KITCHEN: _____ WAREHOUSE FP: _____ DRESSING ROOM: _____

ALCOHOLIC BEVERAGE TO BE SERVED: BEER: _____ WINE: _____ MIXED LIQUORS: _____
(CUSTOMER CAN NOT BRING ITS OWN LIQUOR AND MUST BUY THROUGH GP)

POLICE OFFICER (How Many): _____ HOURS: _____

(Police Officer(s) is required during the hours of serving alcoholic beverages and/or for Events beyond 10:00 PM and/or for gatherings above 250 guests. A second officer will be required for gathering above 400 people).

SECURITY GUARD / TRAFFIC CONTROL GUARD: _____

DO YOU PREFER FOOD SERVED BY GOELS PLAZA: _____

IF NOT, NAME OF APPROVED CATERER: _____

(Customer can not provide food on their own or from an un-registered caterer)

DANCE FLOOR (SIZE): _____ STAGE SIZE: _____

TABLE DECORATIONS (CENTER PIECES): TYPE AND QUANTITY: _____

TYPE OF SOUND SYSTEM & AUDIO / VIDEO EQUIPMENT REQUIRED: _____

ANY OTHER EQUIPMEMNT OR SERVICES REQUIRED: _____

NUMBER OF ADDITIONAL SUPPORT STAFF NEEDED TO ASSIST: _____

FACILITY ATTENDANTS: (Minimum one per room is required):

EVENT PREP SERVICES & CLEANING SERVICES ARE MANDATORY FROM GP.

TABLES: ROUND: _____ RECTANGULAR: 8' LONG _____ 6' LONG _____ 4' LONG _____

CHAIRS: _____ TABLE SKIRTINGS QNTY: _____

TABLE CLOTH (In multiples of 10): QUANTITY _____ WHITE OR IVORY: _____

NAPKINS (In multiples of 50): QUANTITY _____ COLOR: _____