

Sam's On Harlem Banquet Request Form

Date of Function: Month _____ Date _____ Year _____

Projected Guest Total (range) _____

Name of Celebrants/Company: _____

Type of Function (i.e., Birthday, Anniversary): _____

Contact prior/during the function:

First Name _____ Last Name _____

Title of Contact (i.e. Mother, Director, Coordinator): _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email: _____

Setup Time: Hour _____ Minute _____

Guest Arrive Time / Cocktails: Hour _____ Minute _____

Dinner Time: Hour _____ Minute _____

Dinner Selection:

Linen Tablecloths: Napkins Included with Sicilian Buffet and higher. Would you like to add them for \$1.50/person extra?

Yes _____ (add \$1.50 per person) No _____ N/A _____

Dinner Selection Cost Per Person (office use) _____

Appetizer Selections

Dessert Selection (all outside desserts subject to \$.50 per person fee)

Bar In Room (groups of 60 guests or more):

- Yes (\$1.50 setup charge assessed for less than \$250 sales
- No, but we will likely be using the bar outside of the room
- No, we will not be using the bar

Drink Selections (water already on tables, coffee included with Family Style Pasta Buffet and up)

Deposit Amount (applied to final payment) NO Additional fee if payment made with cash, 5% convenience fee with plastic.

_____ \$100 (15-35 guests)

_____ \$150 (36-50 guests)

_____ \$250 (51-120 guests)

_____ \$500 (121 – 240 guests)

Amount of Deposit Paid (office use): _____

Deposit Payment Type (office use): _____

Event Conclusion Time: _____ Hour _____ Minute

Additional Notes/ Requests:

Please complete form. You may then print it and bring it along with your cash or plastic deposit OR email it to Sal@samsonharlem.com and stop in with deposit.