

# Questions for a Reception Facility

Company Name
Contact Name
Telephone
Website
E-mail
What is the capacity of your room(s)?
Do you provide linens, tables, chairs, china, glassware, silverware, serving accessories, etc.?
Do we have the option of plated or buffet service?
Do you have a liquor license?
What is the cost for cake cutting/serving?
Do you have Audio/Visual Equipment?
How many hours will we have the room?
How long before the event can we have access to the room so that we may prepare it?
Are there any other events at the same time as ours?
How much is the deposit?
When is the final headcount due?
When is the final payment due?
Is gratuity included in the price?
What are the refunds/cancellation terms?
Package 1:
Cost of Package 1:
Package 2:
Cost of Package 2:
Package 3:
Cost of Package 3: