



Private Event Worksheet

~~~~~112 Pine Avenue, Albany, Georgia 31701\*229-302-3568~~~~~

## Event Host/Contact Information

Today's Date \_\_\_\_\_

Event Day \_\_\_\_\_

Event Date \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

### Time of Event

Start Time \_\_\_\_\_ PM

End Time \_\_\_\_\_ PM

Number of Guests \_\_\_\_\_

Price Per Person \$ \_\_\_\_\_

8% Ga Sales Tax \$ \_\_\_\_\_

22% Gratuity \$ \_\_\_\_\_

Catering Fee \$ \_\_\_\_\_

### Room SET UP Requirements

|                                 |                                 |
|---------------------------------|---------------------------------|
| Tablecloths                     | Chargers                        |
| <input type="checkbox"/> Black  | <input type="checkbox"/> Gold   |
| <input type="checkbox"/> White  | <input type="checkbox"/> White  |
| <input type="checkbox"/> Silver | <input type="checkbox"/> Silver |
| <input type="checkbox"/> Red    | <input type="checkbox"/> Red    |

|                                      |                                |
|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Orange      | <input type="checkbox"/> Blush |
| <input type="checkbox"/> Other _____ |                                |

Table Runner  
 \_\_\_\_\_  
 Color

Gift Table  Cake Table

### Audio Visual Needs

Projector  
 Screen  
 Microphone  
 Podium (High Top)

### Decorator

Name \_\_\_\_\_

Phone # \_\_\_\_\_

### DJ

Name \_\_\_\_\_

Phone # \_\_\_\_\_

Email Client Photos  Yes  No

### Company/Organization/Business Name

Event Space Deposit \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Balance Due \$ \_\_\_\_\_ Date Due \_\_\_\_\_  
Attached a copy of check

Catering Deposit \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Balance Due \$ \_\_\_\_\_ Date Due \_\_\_\_\_  
Attached a copy of check

### Type of Event

- |                                          |                                                    |
|------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Anniversary     | <input type="checkbox"/> Employee Recognition      |
| <input type="checkbox"/> Awards Program  | <input type="checkbox"/> Fraternity/Sorority Event |
| <input type="checkbox"/> Company Meeting | <input type="checkbox"/> Graduation                |
| <input type="checkbox"/> Company Party   | <input type="checkbox"/> Retirement                |
| <input type="checkbox"/> Birthday        | <input type="checkbox"/> Reunion                   |
| <input type="checkbox"/> Baby Shower     | <input type="checkbox"/> Wedding Reception         |

### Menu Selection

Buffet  Order Off Menu

### Meat/Fish

- Roasted Chicken  
 Fried Catfish  
 Steak – *special order*  
 Lamb Chops – *special order*  
 Other

### Beverages

- Tea  
 Lemonade  
 Water

### Payment Method

- One Credit Card  
 Individual Credit Cards  
 No more than 3 individual credit cards  
 Cash

### Room/Area Reserved

- Cotton Lg Banquet Room  
 Darling Room  
 Delores Room  
 Dean's Corner  
 Patio  
 Entire Facility-

Secure Quote from Management

### Appetizers

- Batter & Fried E-Wings  
 Fried Shrimp  
 Lamb Chops – *special Order*  
 Meatballs  
 Pasta Salad (cold)  
 Roasted Wings  
 Sliders  
 Spinach & Artichoke Dip  
 Chicken Salad  
 Tuna Salad  
 Other

### NOTES:



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Private Dining Rental Space Agreement

Rental Spaces

The Flint Event Coordinator in conjunction with the person hosting the event will select the rental space based on availability, the number of guests and the space requirement of the event. The Flint reserves the right to change the event room assignment, when necessary, due to changes in the private event program requirements, guest attendance and/or activities to be conducted. To avoid scheduling conflicts once the date and time of your event is confirmed and a deposit is paid, we discourage the host from altering the date and/or time of your event.

Listed below are the private dining spaces available for rent at The Flint. A deposit upon reservation of a rental space and the remaining balance for each space is due 5-7 days prior to the date of the event. All major credit cards and cash are the only acceptable forms of payment for room rentals. Regardless of the payment option used, a valid credit card must be given and held until the close of your private event. If your event exceeds the rental time, you will be charged for the additional hour(s).

Please initial to signal you understand _____

Please note, all room deposits and downpayments are nonrefundable.

The rental fee for the Darling and Delores rooms is \$250 for 2 ½ hours. The rental deposit is half the total cost of the room fee. In cases where your private event exceeds the allotted time by 5 minutes up to 1 hour, an additional charge of \$100 will be added to your final bill. The person hosting the event is responsible for any damage to Flint property or furnishings.

| Rental Space/Area Name | Seats | Rental Time | Room Rental Fee | Space Deposit | Additional Hourly Room Rate |
|------------------------|-------------------|-------------|-----------------|---------------|-----------------------------|
| Patio | 12 | 2 ½ hours | \$100 | \$50 | \$50 |
| Darling | 25 | 2 ½ hours | \$250 | \$125 | \$50 |
| Delores | 25 | 2 ½ hours | \$250 | \$125 | \$50 |
| Cotton | 150 | 3 ½ hours | \$550 | \$275 | \$100 |
| Entire Facility | Call for Estimate | | | | |

Summary

The Flint Event Coordinator will suggest the rental space available based on the following:

- Date needed
- The number of guests anticipated (and/or guaranteed) to attend the event, and
- The event activities planned for the space

Once the date, date, time and rental space is selected for the event, the space is confirmed and will only be held when a deposit is received. **A deposit is required to hold a private dining space.**



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## Private Dining Rooms

### Dean's Corner

Capacity (20) Guests

Rental Fee \$100

Minimal décor can be added to each table for an additional \$50.00

### Darling Room

Capacity (24) Guests

Rental Fee \$250 for 2 ½ hours

Room can be decorated with minimal décor for an additional \$100.00

### Delores Room

Capacity (24) Guests

Rental Fee \$250 for 2 ½ hours

Room can be decorated with minimal décor for an additional \$100.00

### Cotton Room (large banquet area)

Capacity (100) Guests

Rental Fee \$550 for 3 ½ hours

Room can be decorated with minimal décor for an additional \$100.00

### Room Additions

Charger Plates: \$50 per charger

Colors available: Gold, Rose Gold, Silver, Red & White

Minimal Centerpieces: \$10 per table

Candles: \$5 per table

Please note:

- Black table linens & chair covers are provided with each room at no additional cost
- Deposits are due at the time of the booking and are half the total room fee and are non-refundable
- Clients are welcome to secure a DJ and a decorator of your choice