

# EVENT QUESTIONNAIRE

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NAME:

EMAIL:

ACCOUNT:

DATE OF YOUR EVENT:

CONTACT PHONE:

HOW MANY GUESTS IN YOUR PARTY?

WHAT TIME WOULD YOU LIKE YOUR EVENT TO START/FINISH?

PLEASE NOTE THE EVENT OCCASION: (e.g. business dinner, birthday)

IS THERE A SPECIFIC TIME YOU WOULD LIKE TO NOTE:

IS YOUR EVENT: 1. sit down dinner 2. family-style dinner 3. cocktail reception 4. buffet-style dinner 5. catering

ARE YOU INTERESTED IN HORS D'OEUVRES BEFORE DINNER?

IF CATERING, WOULD LIKE DELIVERY? STAFF ON-SITE?

HOW MANY COURSES DO YOU WISH TO HAVE?

ARE THERE ANY DIETARY OR ALLERGY SUBSTITUTIONS REQUIRED? YES / NO

(Please provide detail below so we can accommodate.)

WOULD YOU LIKE A PRE-SELECTED MENU? YES / NO

(we will provide event menu when we respond)

WOULD YOU LIKE A MENU HEADING? (e.g. Happy Birthday Divino!)

WOULD YOU LIKE A PRE-SELECTED BEVERAGE MENU? YES / NO

OPEN BAR? YES / NO

PLEASE LET US KNOW IF WE CAN ASSIST WITH ANY DECOR, LIVE MUSIC, FLOWERS OR CAKE.

HOW DID YOU HEAR ABOUT US?

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WOULD YOU LIKE THE BILL EMAILED TO YOU THE FOLLOWING DAY OR PRESENTED AT THE  
END OF THE EVENT, IF SO TO WHO?

PLEASE NOTE MENU PRICES exclude sausalito sales tax, 5% co-ordination fee, 10% service fee & gratuity  
PLEASE GIVE US 24-72 HOURS TO REPLY.

THANK YOU, WE LOOK FORWARD TO CELEBRATING  
WITH YOU AT DIVINO!