

# 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 8.75% 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!