

EVENT QUESTIONNAIRE

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. A sit down dinner 2. A sit down dinner with cocktail reception to start 3. A cocktail reception
4. Buffet Style Dinner 5. Catering

ARE YOU INTERESTED IN HORS D'OEUVRES BEFORE DINNER?

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 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.

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

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 8.25% sales tax, 3% co-ordination fee & gratuity
PLEASE GIVE US 24-72 HOURS TO REPLY.

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