

# EVENT | BANQUET ENQUIRY FORM



BY NEIGHBORS,  
FOR NEIGHBORS.

5125 MacArthur Blvd. NW, Washington, DC, 20016 | T: (202) 990-5125

Todays Date	Event Date	Start Time	End Time	Room Option	Guest Count
-------------	------------	------------	----------	-------------	-------------

EVENT SPECIFICS			CONTACT INFORMATION	
Type of Event:			Name:	
Guest Adult #:			Business   Company:	
Guest Children #:			Phone:	
Comments   Request:			Email:	
			Mailing Address:	

	Option 1	Option 2
Venue preference:	20-30 Guests RILEY ROOM (Back private room)	31-75 Guests COMBINED: Riley Room & Main Dining Room
Minimum Deposit:	\$400	\$1,000
Food & Beverage Min:	Tues.-Thurs. & Sun.: \$800 Fri. & Sat.: \$1,200	Tues.-Thurs. & Sun.: \$2,000 Fri. & Sat.: \$3,000

Dining Format:	Buffet <input type="checkbox"/>	Sit Down <input type="checkbox"/>	Canapes   Hors d'Oeuvres <input type="checkbox"/>
----------------	---------------------------------	-----------------------------------	---

Menu Options:	Please select from the items below					
<input type="checkbox"/>	C & O WINGS 12 PIECES	<input type="checkbox"/>	CUBANO FLATBREAD	<input type="checkbox"/>	GRILLED CHEESE	
<input type="checkbox"/>	MAC & CHEESE CROQUETTES	<input type="checkbox"/>	MARGHERITA FLATBREAD	<input type="checkbox"/>	PULLED PORK	
<input type="checkbox"/>	LOADED TATTER TOTS	<input type="checkbox"/>	FLETCHER'S FORAGE FLATBREAD	<input type="checkbox"/>	RISOTTO	
<input type="checkbox"/>	PULLED PORK NACHOS	<input type="checkbox"/>	MARKER NO.4 FLATBREAD	<input type="checkbox"/>	FETTUCINIE PASTA	
<input type="checkbox"/>	CRISPY BRUSSELS SPROUTS	<input type="checkbox"/>	CHICKEN FINGERS	<input type="checkbox"/>	VEGGIE BURGER	
<input type="checkbox"/>	SPINACH ARTICHOKE DIP	<input type="checkbox"/>	SMASH BURGER			

Wine Selection:	(Red)	(White)
-----------------	-------	---------

Spirits & Cocktails:	
----------------------	--

Soft Drinks:	\$4 Carafes (serves 4)	Coke <input type="checkbox"/>	Diet Coke <input type="checkbox"/>	Sprite <input type="checkbox"/>
		Ice Tea (unsweet) <input type="checkbox"/>	Lemonaide <input type="checkbox"/>	Ginger Ale <input type="checkbox"/>

Food Request:	(i.e. vegetarian)
---------------	-------------------

Homemade Dessert:	Select up to three options or make a special request below
-------------------	--

<input type="checkbox"/>	PRETZEL CARAMEL CHEESECAKE	<input type="checkbox"/>	BROWN BUTTER BROWNIE	<input type="checkbox"/>	CARROT CAKE
<input type="checkbox"/>	OREO CHOCOLATE TART	<input type="checkbox"/>	ESPRESSO CRÉME BRULÉE	<input type="checkbox"/>	BLUEBERRY CRISP

Special Request:	
------------------	--

Supplied by CRPH:	TV   Presentation <input type="checkbox"/>	Cocktail Table(s) <input type="checkbox"/>	Dancing Space <input type="checkbox"/>	Private Bartender <input type="checkbox"/>	Photo Slide Show <input type="checkbox"/>
-------------------	--	--	--	--	---

DEPOSIT INFORMATION:	SIGNATURE FOR CONTRACT AND CREDIT CARD DEPOSIT
----------------------	--

Credit Card Type:		
Credit Card #:		Print Name
Expiration Date:		
CCV:		Signature
		Today's Date