

# BANQUET EVENT ORDER FORM

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

## Client Information:

Client Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Event Details:

Event Location: \_\_\_\_\_

Function Room / Area: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Setup Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

## Menu and Beverage Selections:

Appetizers: \_\_\_\_\_

Main Course: \_\_\_\_\_

Desserts: \_\_\_\_\_

Beverages: \_\_\_\_\_

## Audio Visual and Equipment Needs:

Microphones: \_\_\_\_\_

Projector / Screen: \_\_\_\_\_

Other Equipment: \_\_\_\_\_

## Special Requests and Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Terms and Conditions:

1. Deposit and Payment: A deposit is required to secure the event date. Final payment is due prior to or on the event day as agreed.
2. Cancellation Policy: Cancellations must be made in writing. Fees may apply as stipulated in the cancellation schedule.
3. Liability: Client is responsible for damages caused by guests or outside vendors. Venue is not responsible for personal property loss or damage.
4. Compliance: Client agrees to comply with all local, state, and federal laws, including fire and safety codes.

5. Alcohol Service: Alcoholic beverages will be served in compliance with applicable laws. Client assumes responsibility for guest conduct.
6. Menu Guarantees: Final menu selections and guest counts must be provided at least 10 business days prior to the event.
7. Food Allergies and Special Diets: Client must notify the venue of any food allergies or special dietary needs in advance.
8. Force Majeure: Neither party shall be liable for failure to perform due to causes beyond their reasonable control.
9. Indemnification: Client agrees to indemnify and hold harmless the venue and its agents from any claims arising from the event.
10. Entire Agreement: This document constitutes the entire agreement between the parties and supersedes any prior understandings.

**CLIENT SIGNATURE**

**VENUE REPRESENTATIVE SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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