

**PARTY INFORMATION**

**EVENT DATE & TIME:** \_\_\_\_\_ **EVENT TYPE:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_ **# of ATTENDEES:** \_\_\_\_\_

**BUSINESS/GROUP NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**MANAGER TAKING RESERVATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>MEETING ORDER SHEET</b>	<b>Given</b>	_____	<b>Rec'd</b>	_____
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<b>DESIRED TABLE SETUP</b>	
<b>DINNER</b> _____	<b>CLASSROOM</b> _____
<b>U-SHAPE w/ TV</b> _____	<b>U-SHAPE w/o TV</b> _____
<b>CONFERENCE</b> _____	<b>OVERSIZED CONFERENCE</b> _____

**MENU &/or NOTES:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>THE PARTY ROOM AGREEMENT</b>	
<p>Reserving the Party Room requires a minimum purchase of \$100 per 2 hour period. The Party Room accommodates up to 50 persons maximum at any one time. Contract time is a period of 2 hours, additional time could result in a fee of \$25/hr. Due to Health Code requirements, bringing in outside food or beverage <b>MUST</b> be approved in advance by management of Mancino's. Failure to do so could result in an additional \$25 fee.</p>	
_____	_____
Mancino's Representative Signature	Contracting Party Signature

<b>Bring in food:</b> YES / NO	<b>Type:</b> _____
<b>Approval Date:</b> _____	<b>By:</b> _____

**MARQUEE MESSAGE**

- LINE 1 \_\_\_\_\_
- LINE 2 \_\_\_\_\_
- LINE 3 \_\_\_\_\_
- LINE 4 \_\_\_\_\_
- LINE 5 \_\_\_\_\_
- LINE 6 \_\_\_\_\_

All events must be MANAGER verified by calling the Contact Person above at least 7 days in advance.  
**Verified by:** \_\_\_\_\_ **Date Verified:** \_\_\_\_\_