

KNIGHTS OF COLUMBUS COUNCIL 4362 BANQUET CENTER

Rental Information

KC's Banquet Facility
5830 Clyde Park SW
Wyoming, MI49509

KC BANQUET FACILITY IS NONSMOKING

Date of Function _____
Banquet Room _____
Approximate number of guests _____
Guaranteed number _____
Number of children under age 7 _____

Name of Party _____
Contact Person _____
Telephone _____
Address _____
Guest Arrival Time _____

Departure Time _____

Hors O' Oeuvres Time Served _____

Selections: _____

Menu Selection: _____

Dinner: Time Served _____

Menu Selection: _____

Salad Selection: _____

Main Entree Selections: _____

Potato Selection: _____

Vegetable Selection: _____

Dessert Selection: _____

Menu Notes _____

Bar Selection (Cash, Standard, Deluxe, Premium, Pop Only, Nonalcoholic)

Number of people under age 10 _____

Open bar at _____ Close bar at _____ (Maximum 5 hours or hosted bar)

Punch bowl: Yes _____ No _____ before Dinner Only _____ All Night _____

Champagne Toast: Yes _____ No _____ Head Table Only _____ Entire Party _____

Bar Notes _____

Should bill be itemized on 1 bill? _____ Or 2 bills split between the Bar & Dinner? _____

Do you want a Head Table? Yes _____ No _____ for how many? _____

Do you want Family Tables? Yes _____ No _____ for how many? _____

Entertainment: What type, start and end times _____

Will you need a cake table? Yes _____ No _____

Table cover: Yes _____ No _____ White _____

Marquee: _____

Special Requests _____

Round tables available for a \$200 fee in the Grand Knights Room and a \$75 fee in The KC North Room