

Event Worksheet

Host Representative: _____
Email Address: _____
Organization: _____
Mail Address: _____
City/State/Zip: _____
Org. Fax: _____
Org. Phone: _____
Mobile: _____



- Request
- Client Booking
- Pasfield Confirmation
- Final Billing

Date of Event: _____

525 South Pasfield Street, Springfield, Illinois 62704 • Phone (217) 525-3663

Event Schedule:

Arrival Time: _____ **Departure Time:** _____ **Guest Count:** _____ **Confirmed:** _____

Designated Space: Main Floor Conference Veranda Court Yard Chef's Table

Event Type:

– check all that apply

Authorized Caterer: _____ Food charges will be paid directly to a third party caterer.

**Refer to attached Catering Menu*

- | | | | | | |
|------------------------------------|---------------------------------|---------------------------------|---|----------------------------------|----------------------------------|
| <input type="checkbox"/> Breakfast | <input type="checkbox"/> Lunch | <input type="checkbox"/> Dinner | <input type="checkbox"/> Reception | <input type="checkbox"/> Meeting | <input type="checkbox"/> Wedding |
| <input type="checkbox"/> Buffet | <input type="checkbox"/> Plated | <input type="checkbox"/> Passed | <input type="checkbox"/> Hors d'oeuvres | <input type="checkbox"/> Meal | <input type="checkbox"/> Dessert |

Special Instructions:

Event Services: *Special requirements regarding audio-visual equipment, display equipment, labor, etc. should be discussed at booking.*

Table Service: _____ Glassware _____ Tables/Chairs _____
 Other _____ Linens _____ Place Service _____

Special Instructions:

Event Staffing :

Wait Staff: _____ Bar Service: _____ Cook: _____
 Set Up: _____ Clean Up: _____

Bar Service:

Price List is available at www.pasfieldhouse.com

- | | | | | |
|---|--|-----------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Host Bar (per drink) | <input type="checkbox"/> Open Bar (per person) | <input type="checkbox"/> Cash Bar | <input type="checkbox"/> BYOB | |
| <input type="checkbox"/> Cocktails | <input type="checkbox"/> Wine | <input type="checkbox"/> Beer | <input type="checkbox"/> Soft Drinks | <input type="checkbox"/> Drink Mixers |

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CLIENT ATTENDANCE BOOKING POLICY: *The final attendance for all functions must be specified five business days in advance, before 12:00 noon. Once received, the number will be considered a final guarantee and is not subject to reduction or refund for food preparation costs. Any additions or changes in the food preparation on the day of the event or 72 hours prior may incur an extra charge by the caterer.*

DESIGNATED SPACE POLICY: *Function rooms are assigned based on the Customer's estimate of the number of persons staying at The Pasfield House. Any major changes in confirmed arrangements may result in a re-evaluation and/or change in rental fees.*

BOOKING AND CANCELATION POLICY: *All event worksheet plans require a deposit at the time of schedule booking, in order to hold the date. The balance of the Pasfield House charges are to be prepaid in advance of the function unless other arrangements have been made with the Pasfield House or, in the case of food service, with the caterer. Cancellation within 90-31 days of arrival will be subject to a cancellation fee of 50% of the event rental charge. A cancellation within 31 days of arrival is subject to a cancellation fee equal to the 50% of the confirmation deposit charge. Any major changes in confirmed arrangements may result in a re-evaluation and/or change in rental fees.*

LIQUOR SALES POLICY: *The sale of alcoholic beverages anywhere upon the premises is prohibited by any entity other than through the liquor license held by the Pasfield House. In any event providing alcoholic beverages the client should determine if to purchase additional dram shop or liability insurance above the Pasfield House liquor liability overage. A copy of any insurance rider or liability statement must be provided to the Pasfield House for events if additional insurance is obtained.*

CLIENT LIABILITY POLICY: *The Customer assumes responsibility and liability for losses, damages and claims arising out of injury, damage or loss to the Customer or guests or any exhibitor's displays, equipment or other property brought to the Pasfield House. The Customer shall protect, defend, indemnify and hold the Pasfield House, its agents and employees harmless from any and all such losses, damages and claims.*

Estimated Event Charges *Accepted payment methods include cash, checks and credit card, made payable to "Pasfield House".*

Event Rental:	_____	
Pre-Meal Food Charges:	_____	
Meal Food Charges:	_____	
Gratuity:	_____	20% of Event Food Service Charges
Food Sales Tax:	_____	Springfield Sales Tax is 7.75%
Event Service:	_____	
Event Staffing:	_____	
Event Sub-Total:	_____	
Confirmation Deposit:	_____	\$500 or half of Total Event Estimate
Event Balance Due:	_____	Balance Due at event close is in addition to Confirmation Rental Deposit
Event Corkage Fee:	_____	Charge applicable when liquor is provided by host
Liquor Charges:	_____	
Total Event Estimate:	_____	Additional charges may be applicable

Event Authorization **Signature:** _____