

OEDL Banquet Information Sheet

Please take your time in filling out the following application/information sheet.
Also fill in the information sheet completely - there is no RIGHT or WRONG answer
If you have any questions - please ASK first - then fill out this sheet
We will be looking for an overall fun/enjoyable experience - not one category wins over all others
We value your time in this application - THANK YOU!!

Banquet Location Name

Proposed Banquet address

BID sponsor name (oedl team sponsor/affiliation)

address of sponsor (if different)

Phone number Email

Point of Contact (actual person filling out this form)

your phone number your email

DATE THAT THIS WAS FILLED OUT
DATE that was Submitted

How many dart boards do you have hung up already?? DART BOARDS

Can OEDL be allowed to erect our DART STANDS?? Yes or NO

How many people can be comfortably entertained in your establishment??

Is there a LEGAL LIMIT as to your capacity of attendees, if so how many

Approximately -what is your square footage available to be used for the banquet

Grand size room ft by ft

and/or the use of

multiple rooms

1 ft by ft

2 ft by ft

3 ft by ft

Can we make arrangements to either drop off or pick up DART STANDS several days BEFORE and/or AFTER BANQUET SUNDAY?? YES or NO

Do you allow smoking in your establishment during the BANQUET?? Yes/No

If so - do you have a smoking permission waiver YES or NO

Will you allow us to be SMOKE FREE DURING our Banquet??
(smoke free is extremely preferred) YES or NO

Do you have a public address system available?? YES or NO

Do you have a special events section / raised stage/ available ??
YES or NO

Your location

Is there street parking available?? YES or NO

Is there a public pay garage?? YES or NO

Is there VALET parking available?? YES or NO

We (OEDL) will be giving you a head count for the banquet - 1-2 weeks before the banquet date

PAYMENT OPTIONS (check your preference, and all options)

CASH ONLY .. If so Why only cash _____

League Check payment at end of BANQUET OK YES or NO

Payment Due

AT BANQUET

30 Days 15 Days TODAY

DEPOSIT REQUIRED YES or NO What percentage %
or how much

*****8

We typically have a FOUR HOUR OPEN BAR available for your members

What are your open Bar Options

2 Hour 3 Hour 4 Hour Other

How many Bar Stations and Bar Tenders will/can be available??

BEVERAGE PACKAGE SECTION

typically 80-100 people (an estimate)

Type of Bar package you are including

please be as specific as you seem necessary (use the back if need be)

CASH BAR OPTION (price we will be charged for the beer/drinks)

please list you specials and domestic prices and import specials-

This option is selected generally if price is easier beneficial for both paerties and easier to keep track and pay for - no Headcount needed. We pay bar tab

OPTION 1 (be specific)

per person

OPTION 2 (be specific)

per person

OPTION 3 (be specific)

per person

1 Hour open Bar Extension option.. YES or NO

per person

or do you offer a flat fee option for the 1 hour extension
YES or NO

FLAT FEE

FOOD PACKAGE OPTION

We prefer a two hour open food buffet, feel free to offer options and ideas

No Food Option

a possible alternative?

per person

OPTION 1

(be specific)

per person

Food Avail for

Will heat trays be used

Vegatarian option

 HOURS

YES or NO

YES or NO

OPTION 2

(be specific)

per person

Food Avail for

Will heat trays be used

Vegatarian option

 HOURS

YES or NO

YES or NO

OPTION 3

(be specific)

per person

Food Avail for

Will heat trays be used

Vegatarian option

 HOURS

YES or NO

YES or NO

Is there GRTATUITY that will be charged??

YES or NO

if so what rate(%)

If there is a charge - What gets charges

(check all that Apply)

FOOD

Drink

BOTH

Is there a sales tax that will be charged YES or NO

Or is it included in price... YES or NO

Sales tax is being charged for

FOOD

DRINK

BOTH