

Important Questions to Answer

For Your Reception Choice

1) Is my wedding time and date available?		7) Do you have a florist?		
		Florist name		
2) How 1	many people can the room hold?	Phone number		
,		Day of Wedding drop off time:		
3) Is the	re a rental fee?	Any extra for the caterer to decorate platters?		
	are the bar options? , open, limited amount, orpay as you go)) Music for the reception?		
(000000	,	Name:		
		Phone number:		
		Day of Wedding drop off time:		
5) How	will the room be set up?			
Numl	ber of people at the head table?9	Ask who will act as the Master of Ceremony		
Paren	nts Table? Bride Groom	at your reception? Your Caterer or DJ		
Cake	Table (Square or Round)	,		
Gift T	Гable			
Sign l	In/ Place Card Table?)) How to mecoure your category		
Music	c Area?	10) How to reserve your caterer?		
Do I i	o I need linen for tables?	Is there a deposit?		
		How much?		
	day would you like to set up?	When do you need a final head count?		
Do vo	ou have favors for the tables?			



Name of Client	LeRoy Clubhouse Tent Off Clubhouse Clubhouse Dec
Function	Jones Hall Off Site- Location:
# of Guests Final Count	
Contact Person	Time of the Event (Day) (Eve)
Phone	
Home Work	Cell
Address	
Bride /Address	Groom / Address
Bride's Parents	Parents
Ceremony On Site: Yes No	Time of Ceremony:
Church:	Receiving Line On Site: Yes No
Bakery:	Delivery Time:
Phone:	Address:
Licensed Bakery: Yes No	
Cut and Serve: Yes No	
Florist:	Delivery Time:
Phone:	Address:
Leaving extra flowers to decorate Yes platters and buffet	No
DJ (Greg 905-7453)	
DJ / Band:	Address:
Arrival Time: Phone	

Event Planning Sheet

Date of the Event _____

Maid of Honor	Flower Girl Ring Bearer: Arrival Time: Address:			
Best Man:				
Photographer				
Phone:				
Special Request:				
Linen Color: White or Off White Napkin Fold: *** Linen cost is the exact amount billed (50-250 people not to exceed \$1.50 people not to exceed \$2.50 people not to exceed \$2.5	Napkin Color: Special Request: \$60.00-\$175.00) unless you choose from the Executive Package.			
Party Setup				
Head Table: Yes No # of Guests	Where:			
# of Guest Tables: Guests/Table:	Table Type: Round Banquet			
Assigned Seating: Yes No Place Cards: Yes No	Reserced Tables: Yes No #			
Buffet Lines: # of Lines Carving Station: Yes No	Hors d' Oeuvres Table: Yes No			
Cake Table:: Round Banquet	Punch Table: Yes No			
Registration Table: Yes No	Sweets Table: Yes No			
Gift Table: Yes No DJ Table: Yes No	Table Type: Round Banquet			
Bride drop off the favors: Date:	Time:			
Bar Request				
Bar Package:	# of Hours:: Before Meal: After Meal :			
During Dinner: Open Cash Closed				
Toast: Yes No All guest Head Table Only Reserved Tables				
Champagne Toast: House or Special				
Wine Toast: House or Special	Non-Alcoholic Toast: Yes No			

Wine with Dinner: Yes	No	Type of Wine:	
Carafes on the Tables: Yes	No	Corkage Fee: \$_	per bottle
Punch: Alcoholic	Non-Alcoholic	Type of Punch: _	
Punch Fountain: \$15.00 Rent	tal Fee Yes No		
Time of Event Reca	np		
	Guest Arrival at Site Bar Open / Hors d' Oeuvres		Bridal Dance
Deposit: #1	#2	#3	#4
-	rvation is booked. The deposit wi t a deposit. Prices are guarantee LeRoy Country Club Clubhous Jones Hall (or off property cate	d 120 days prior to t ee: \$100.00	the date of the event.
prior to the event or the day	oe applied toward your final involution of the event, by cash, bank check e add 2.5% to the total of the bill.	k, money order or pe	ersonal check with DL. If
ū	Dinners, 20% service charge for he other prices. Please make all		
Thank you for your busines	s,		
Becky Ryan 585.768.2650		Client	
X:		X	
	by Country Club Becky Ryan		



Off Site Liquor Permit Form

Please fill out this form for Off Site Liquor Catering only

Event Name						
Event Date	Start Time	End Time				
Is this a fundraiser? Circle one	YES NO					
If so, who is the beneficiary?						
Public or Private Event?						
What activities, if any? (like raffle, silent	auction?)					
Number of attendees						
Business name, address and phone num	ber requesting the event.					
Phone#						
Contact person						
Contact person's email address						
Where will you advertise, if a public event? (newspaper?, flyer distribution?)						

Note: A copy of your advertisement is required for the permit(s), only if it is open to the public.