

EVENT INQUIRY FORM

We are happy to work with you to design an event based on your style and budget. To best assist you, please provide the preliminary information below. Information can be emailed to info@thejetty-marshfield.com

Event Date

Event Time

Occasion

Estimated # guests

Food - Menu option choice, or style (sit down dinner, cocktail reception, brunch)

- Any dietary requirements?

Food Service Time (Unless you prefer otherwise, starters/appetizers will typically be served upon arrival or within 10-15 mins of event start, dinner/buffet served within 40 - 45 mins of event start time)

What type of drink service would you like for your event?

- Open Bar, Cash Bar (paid by individual guests), or other?
- If you would like an open bar, is there a specific bar tab amount not to exceed

Do you require any of the following?

- Projector
- AUX/iPod
- PA Speakers for DJ/Band Music DOC
- Microphone

Any room set up requests?

Any other special requests? We are happy to make arrangements for the additional items below. All of these items will be charged as a direct pass thru cost.

- **Linens** (specific color?)
- **Flowers** (style? Budget?)
- **Cake /cupcakes**
- **Music**