



Banquet Event Confirmation Form

A deposit of \$ _____ has been received for the function scheduled for _____ (date). This deposit is **not refundable** and is not deducted from your final invoice. It is for the sole purpose of reserving your date, the set up and breakdown of the room, the cleaning of the rental space and all other aspects of utilizing the space associated with your event. McCoolle's has the right to choose the space appropriate for the size of your event.

This function is hosted by the following: _____
(host's name).

I understand that, as the sponsoring member for this function, I am responsible for the conduct of all guests in attendance. I hereby accept the responsibility of informing guests of the rules and banquet policies of McCoolle's Arts & Events Place and, to the extent possible, to see that all guests comply with said rules.

Jan Hench
Owner

Host's Signature

Telephone Number

