

EVENT REQUEST FORM

Date Requested: _____ Estimated Number of Guests: _____
Type of Event: _____

MENU: Main Course Desired: _____

Additional Items Desired: _____

Wine Selection / Cocktails: _____
Special Arrangements: _____
Music Arrangements: _____
Table Arrangements: _____

- Please contact our Catering Department at least three (3) business days prior to your function with the number of guests you will guarantee for attendance. You are responsible for payment of a minimum of 85% of your contracted attendance for all events.
- We are prepared to serve 5% over your guarantee. If we do not receive a guarantee three (3) business days prior to your function, we will charge for the maximum number of attendees stated in the contract or the actual number of guests served, whichever is greater.

Food and drink prices are exclusive of tax and 20% gratuity. A non-refundable deposit is required and will be billed to your account or paid at signing of contract. Please fax the signed event request form to (805) 278-1897.

Name

Account Number

Signature

Thank you for selecting the Topa Tower Club for your special event. If we may be of further assistance, please do not hesitate to contact us at (805) 983-7777 or by email at banquets@topa.com.

Sincerely,

TOPA TOWER CLUB, INC.

Robert Lopez

General Manager