Event Contract

10691 Business 29-Cty Hwy X -Chippewa Falls, WI 54729
715-723-5667 715-723-LOOP

Event Date:

Today's Date:	Event:			
Contact Person:	Day & Time of Event (sat-sun etc)			
Present Address:	Apt no:	City:	State:	Zip:
Alternate Address:	Apt no:	City:	State:	Zip:
Phone#:	Alternate Phone#:	Credit Card # to keep on file (Visa) (MC)		

Number of guests expected to attend	
Minimum number of guests to be charged for	
Actual number of guests that attended	
Price per plate $ ____ X Number of guests ____ =	
Total of Appetizers (Itemized in food section)	
List Misc charges:	
Sales Tax (5.5%)	
Beverage Total (Itemized in beverage section)	
18% gratuity	
Rentals (Itemized in rental section)	
List Misc charges:	
TOTAL	

Payment	Amount Due	Date Due	Pd/Initial	Amount Paid
Deposit				
15% Down Payment				
Estimated Remaining Balance				

Non-Refundable deposit to be applied towards final bill.---15% down payment of estimated bill due 60 days prior to event.---Final menu & head count due 20 days prior to event.

Date Contact Signature Loopy's Representative's Signature

Beverages:
Type
Amount
start time
end time
Champagne:
Beer:
Soda:
Coffee:
Milk:
Other:

Private Bar Setup: $
Details

Appetizers:
Time to start
Time to end
Type
Amount
plastic plates & forks
glass plates & silverware

Menu: (buffet) (plated)
Time to start
Time to end
Amount
plastic plates & forks
glass plates & silverware

Dessert:

Cake:
plastic plates & forks $
(Please remember Loopy's does not carry or assemble special order cakes-this is the responsibility of the cake company)
1 waitstaff to cut & plate cake $
Knife & cake server-Loopy's does not currently have a cake knife & server

Card Box- Loopy's does not currently have a card box

DJ/Microphone/Band $