

# PORT CREDIT YACHT CLUB FUNCTION FORM

Name: \_\_\_\_\_ Member#/Sponsor: \_\_\_\_\_

Company (if any): \_\_\_\_\_

(W) Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

(H) Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Function: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Private Member Function \_\_\_\_\_ Private Club Function \_\_\_\_\_ External Non-Member Function \_\_\_\_\_

**Function Type:** Business Meeting \_\_\_\_\_ Wine & Cheese Reception \_\_\_\_\_

Cocktail Reception \_\_\_\_\_ Dinner/Rehearsal Party \_\_\_\_\_

Birthday Party \_\_\_\_\_ Trade Show Reception \_\_\_\_\_

Wedding Ceremony & Reception \_\_\_\_\_ Wedding Reception only \_\_\_\_\_

Other: \_\_\_\_\_

Guest(s) of Honour: \_\_\_\_\_

Theme: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Location(s):** Dining Room \_\_\_\_\_ Playground Area \_\_\_\_\_

Board Room \_\_\_\_\_ Flagship Lounge \_\_\_\_\_

Lakeshore A \_\_\_\_\_ Lakeshore A&B \_\_\_\_\_

Lakeshore B \_\_\_\_\_ Lakeshore B&C \_\_\_\_\_

Lakeshore C \_\_\_\_\_ Lakeshore ABC/Patio \_\_\_\_\_

Patio \_\_\_\_\_ Flagpole \_\_\_\_\_

**Food Services Required:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Beverage Services Required:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Room set-up:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Equipment Required:**
- Easel \_\_\_\_\_
  - Flip Chart \_\_\_\_\_
  - Microphone/Podium \_\_\_\_\_
  - Overhead Projector \_\_\_\_\_
  - Slide Projector \_\_\_\_\_
  - Screen \_\_\_\_\_
  - TV/VCR \_\_\_\_\_
  - DVD Player \_\_\_\_\_
  - Receiving Table \_\_\_\_\_
  - Table Numbers \_\_\_\_\_
  - Cake Table \_\_\_\_\_
  - Guest Book Table \_\_\_\_\_
  - Gift Table \_\_\_\_\_

Other \_\_\_\_\_

**Billing Information:**

**Name:** \_\_\_\_\_

**Invoice Address:** \_\_\_\_\_  
\_\_\_\_\_

- Method of Payment:**
- |                   |     |        |     |
|-------------------|-----|--------|-----|
| Cash              | ___ | Cheque | ___ |
| VISA              | ___ | M/C    | ___ |
| Charge to account | ___ | Amex   | ___ |