**Host/Hostess name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**phone ( H)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mailing Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requested date of services** \_\_\_/\_\_\_\_/\_\_201\_\_

**Requested start time of services:** **AM/PM**

**Brief description of event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Special requests or information:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Name*** | ***Service*** | ***Price of Service*** | | |
|  |  | **POS** | **TIP-**  20% Gratuity | **TOTAL** |
| *\*Please arrive at to fill out paperwork* |  | **$** | **$** | **$** |
| *\*Please arrive at \_\_\_\_\_\_\_\_\_\_to fill out paperwork* |  | **$** | **$** | **$** |
| *\*Please arrive at \_\_\_\_\_\_\_\_to fill out paperwork* |  | **$** | **$** | **$** |
| *\*Please arrive at \_\_\_\_\_\_\_\_\_\_\_\_to fill out paperwork* |  | **$** | **$** | **$** |
| *\*Please arrive at\_\_\_\_\_\_\_\_\_\_ to fill out paperwork* |  | **$** | **$** | **$** |
| *\*Please arrive at \_\_\_\_\_\_\_\_\_\_\_\_\_\_to fill out paperwork* |  | **$** | **$** | **$** |
|  |  | **$** | **$** | **$** |
|  |  |  |  |  |
|  |  |  | **Event Total:** | **$** |
|  |  | **50% deposit** | **Due immediately upon booking** | **$** |
|  |  | **Final payment due 2 weeks prior to event** | **Due on** | **$** |