



do Sky Deck Room Rental Form
SEATING CAPACITY 49PPL

Name _____

Time of Event _____
(3 Hour Time Limit)

Date of Event _____

Rental Times:
Thursday: 5:30p.m.-12:00a.m.
Friday: 9:00p.m.-1:00a.m.
Saturday: 9:00p.m.-1:00a.m.

Email Address _____

PAYMENT BY CREDIT CARD:

Phone Number _____



Please note: The charge on your credit card statement will say "The View At King Plow".

Card Number _____ Expiration Date _____

Card Security Code _____ (3 digit code on back of VISA/MC or 4 digit code on front of AMEX)

Name as it appears on the card: _____

Exact Billing Address for the card: _____

Cost Summary:Based on \$20.00 Per Person

\$980 (Food&Beverage \$20.00ppl)
\$176.40 (18% Gratuity)
\$78.40 (Taxes 8%)
\$300 (Room Rental)
\$1534.80

FULL AMOUNT DUE UPON SIGNING OF CONTRACT

Cancellation Policy: At least 7 days notice is required on all cancellations. Failure to cancel within the 7 day period will result in a non refundable fee \$650.00.

do GUIDELINES:

- Payment must be made by signer of contract
- Video presentation must be provided using PowerPoint (presentation should be provided to **do production** 48 hours before reservation date)
- Music from any MP3 compatible player can be used as long as it has a 1/8 inch audio output jack
- No outside food/or beverages are allowed **except for Celebratory Cakes (Cake Cutting Fee: \$35.00)**
- Any decorations must be approved at least 48hrs before event by Management

Signature: _____ Date: _____

PLEASE SIGN AND FAX TO 404.541.9080