



Kelly Lovett

Business Manager

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(719) 524-1163

(719) 331-2323

THE ELKHORN
CATERING & CONFERENCE CENTER

BOOKING CONTACT

If you would like to add a secondary POC for your event please list them and their information under the "notes" Section.

BILLING CONTACT (GPC Holder)

We take card, cash & check.

Name:	Name:
Unit:	Unit:
Cell:	Cell:
Work:	Work:
Email:	Email:

CLIENT REQUEST

Requests are not final until the layout, meal choices, head count, signature & deposits are finalized.

We ask that you provide a copy of the seating chart and/or program at least 3 business days before your event, if applicable.

Event Date <small>Deposits to hold the date will be the full room fee which will roll over into your final payment.</small>	Estimated Guests <small>If you are unsure please go with the higher head count until finalized.</small>
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Event Name	Notes									
<table border="1"> <tr> <td></td> <td>Start</td> <td>End</td> </tr> <tr> <td>Event Time</td> <td></td> <td></td> </tr> <tr> <td><small>This includes any time you would need to be in the room to set up decorations, flags, rehearse etc.</small></td> <td>Set Up Time</td> <td></td> </tr> </table>		Start	End	Event Time			<small>This includes any time you would need to be in the room to set up decorations, flags, rehearse etc.</small>	Set Up Time		
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CATERING FOOD

YES NO Menu selections, head counts and meal choices need to be finalized 10 business days before you're event.

BAR SERVICE

There is a minimum sales amount that needs to be met for the bar to stay open, or the difference will have to be paid at the end of the event. We take both cash and card at are bars but DO NOT have an ATM at any of our facilities.

YES NO Bars that are not held at the Elkhorn are limited to 2 types of wine, and up to 7 types of beer. Liquors can be discussed with representative.

Serving Time	Start	End	<small>We recommend that last call be within 30 minutes to an hour before you're end time, depending on the size of the party.</small>	Start	Last Call
		<small>Buffets can only be left out for 90mins. Plated dinners excluded.</small>			

ECC/SEC CONFERENCE CENTER ROOM DEPOSIT FORM

Kelly Lovett • kelly.d.lovett2.naf@army.mil • 719-524-1163

EVENT INFORMATION

Date		Time	
Event Type		Number of Guests	
Location		Room	
Customer Signature		Date	

CANCELLATION POLICY

Cancellations must be made in writing. If an event is canceled ten (10) days prior to the event date, a full refund will be given. If an event is canceled less than ten (10) days before the event, 100% of the deposit is forfeit.

EVENT INFORMATION

Date		Time	
Event Type		Number of Guests	
Location		Room	

CUSTOMER INFORMATION

Name					
Address					
City		State		ZIP	
Phone					
Email					

PAYMENT INFORMATION

Credit Card #		Type	
Expiration Date		Deposit amount	\$

The deposit is credited to the total amount of the event.

CANCELLATION POLICY

Cancellations must be made in writing. If an event is canceled ten (10) days prior to the event date, a full refund will be given. If an event is canceled less than ten (10) days before the event, 100% of the deposit is forfeit.

Customer Signature		Date	
Manager Signature		Date	