



BOOKING CONTACT			THE ELKHORN CATERING & CONFERENCE CENTER		BILLING CONTACT (GPC Holder) <small>We take card, cash & check.</small>		
Name:			Name:				
Unit:			Unit:				
Cell:			Cell:				
Work:			Work:				
Email:			Email:				
CLIENT REQUEST			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			Estimated Guests				
<small>Deposits to hold the date will be the full room fee which will roll over into your final payment.</small>			<small>If you are unsure please go with the higher head count until finalized.</small>				
Event Name			Notes				
Event Time			Event Time				
<small>This includes any time you would need to be in the room to set up decorations, flags, rehearse etc.</small>			<small>This includes any time you would need to be in the room to set up decorations, flags, rehearse etc.</small>				
Set Up Time			Set Up Time				
CATERING FOOD			BAR SERVICE				
YES NO			YES NO				
<small>Menu selections, head counts and meal choices need to be finalized 10 business days before you're event.</small>			<small>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.</small>				
Serving Time			Serving Time				
Start End			Start End				
<small>Buffets can only be left out for 90mins. Plated dinners excluded.</small>			<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>				
Last Call			Last Call				

ELKHORN CATERING AND CONFERENCE CENTER ROOM RENTAL PRICING

Room Size	Room Name	Location	1/2 Day	Full Day

BILL REED SPECIAL EVENT CENTER ROOM RENTAL PRICING

		1/2 Day	Full Day

ADDITIONAL PRICING INFORMATION

- Room pricing includes basic setup, linen, and AV.
 - Prices can be adjusted if customer chooses to perform setup/clean up.
 - Specialty pricing is available on a case by case basis for recurring or long term rental requests.
- Prices may vary based on room size, half or full day rental, guests count, room setup, decorations, and audio/visual requirements.

◀ Clockwise from top left:
Elkhorn Ballroom
The Ivy Pub
Patio at The Hub
The Aspen Room