



# Bloomington Event Center

Knights Fraternal Corporation of Bloomington  
 1114 American Blvd. W., Bloomington, MN 55420  
 PHONE: (952) 888-1846

|                 |  |                         |  |
|-----------------|--|-------------------------|--|
| DATE OF EVENT:  |  | EMPLOYEE:               |  |
| ROOM RESERVED:  |  | DATE CALLED:            |  |
| EVENT           |  | HALL COST:              |  |
| CONTACT PERSON: |  | DEPOSIT / DATE PAID:    |  |
| EVENT NAME:     |  | SET-UP / CLEAN-UP COST: |  |
| EMAIL ADDRESS:  |  | NUMBER OF PEOPLE:       |  |
| PHONE:          |  | SECURITY: \$200ea       |  |
| ADDRESS:        |  |                         |  |

EVENT SET-UP TIME: \_\_\_\_\_ FINAL COUNT DATE: \_\_\_\_\_ FINAL PAYMENT DATE: \_\_\_\_\_

|                       |      |                   |      |
|-----------------------|------|-------------------|------|
| TIME TO OPEN:         |      | TIME TO SERVE:    |      |
| CASH BAR:             |      | SERVICE END TIME: |      |
| HOST BAR:             |      | HALL CLOSE TIME:  |      |
| Kegs:                 |      | TYPE OF SERVICE:  |      |
| Wine:                 |      |                   |      |
| Champagne:            |      |                   |      |
| Liquor:               |      |                   |      |
| Beer:                 |      |                   |      |
| Alcohol Sub-Total:    | \$ - |                   |      |
| Unlimited Soda: \$2/p |      |                   |      |
| DESSERT:              |      | FOOD SUB-TOTAL:   | \$ - |

Notes:

|                                   |             |
|-----------------------------------|-------------|
| 18% SERVICE CHARGE (Food):        | \$ -        |
| <b>7.275% MN FOOD TAX:</b>        | \$ -        |
| 18% Service Charge (Soda):        | \$ -        |
| <b>7.275% MN FOOD TAX (Soda):</b> | \$ -        |
| ALCOHOL SUB-TOTAL:                | \$ -        |
| <b>12.775% LIQUOR TAX:</b>        | \$ -        |
| 18% SERVICE CHARGE (Alcohol):     | \$ -        |
| HALL COST:                        | \$ -        |
| SECURITY:                         | \$ -        |
| LINENS:                           | \$ -        |
| ROUND TABLE:                      |             |
| PROJECTOR:                        |             |
| <b>TOTAL:</b>                     | <b>\$ -</b> |
| Less Deposit:                     |             |
| Less Additional:                  |             |
| Less Additional:                  |             |
| <b>BALANCE:</b>                   | <b>\$ -</b> |

|                    |  |                     |  |
|--------------------|--|---------------------|--|
| MICROPHONE:        |  | HEAD TABLE:         |  |
| PODIUM/SCREEN:     |  | REGISTRATION TABLE: |  |
| PROJECTOR (\$50)   |  | DESSERT TABLE:      |  |
| FABRIC TABLECLOTH: |  | ADDITIONAL TABLES   |  |
| NAPKINS:           |  | BAND OR DJ:         |  |

Last Updated: 7/16/2022 16:51

PRINTED NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_