



/  
Today's Date

## EVENTS BOOKING FORM

Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Night Owls Venue: \_\_\_\_\_

Setup/starting time: \_\_\_\_\_ Request buyout for experience? \_\_\_\_\_

Finishing time: \_\_\_\_\_ Number of hours/time for buyout : \_\_\_\_\_

### Type of event

- Meeting
- Wedding/Reception
- Celebration of life
- Party
- Other: \_\_\_\_\_

### Check any items you would like included in your rental

- Entertainment
- Projector/screen
- Private cash bar
- Cocktail Class (20 people)
- Other Requests: \_\_\_\_\_
- Drink tickets
- Onsite food
- Absinthe Fountain
- Experience tickets
- PA System
- Outside Catering

### Contact Details

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Payment Details

**50 % Deposit required to hold your reservation date**

Payment method:  Check  Cash  Credit/Debit Card

Food and Beverage total: \$ \_\_\_\_\_ Room Rental/AV and event fees: \$ \_\_\_\_\_ 50% paid : \$ \_\_\_\_\_

Rental Total including all tax and fees: \$ \_\_\_\_\_ Refundable Security deposit: \$250 \_\_\_\_\_

Zip Code: \_\_\_\_\_

Credit card number: \_\_\_\_\_ Exp: \_\_\_\_\_ Ccv: \_\_\_\_\_

Name on card: \_\_\_\_\_

- I authorized the credit card to be charged the 50% non refundable deposit. . The balance of the rental fee is due 7 calendar days before the event. If the Client fails to pay the balance due the deposit shall be forfeited and the event reservation canceled.**

\_\_\_\_\_  
Signature

# Prismajic® FOOD & DRINK EVENT OFFERINGS

## In House Food Options

Item	Price PP	Average serving per person	Qty	Total
Cheese and Charcuterie Board	15	2oz meat/cheese per person plus all accoutrement		
Hummus and Crudité	4	1.5 oz hummus plus all accoutrement		
Bacon Wrapped Apps	4	2 units per person (2 weeks notice)		
Pretzel Bites and mustard	3	roughly 3 bites per person		
Assorted Desserts	3	1 dessert per person, needs 2 week advance notice (brownies, small cheesecakes, etc)		

If you wish to provide your own catering, there is a \$125 catering fee. If using one of our catering partners the fee is waived

**Food total:** \$ \_\_\_\_\_

## In House Drink Packages

Item	Price PP	Description	Qty	Total
Cash Bar	\$50 hr.	Guests pay their own tabs with a 20% auto Gratuity on all checks		
Soda, Coffee, Tea	\$8	Included with all bar packages		
Open Bar Full	\$48	Excludes flights, and secret menu		
Open Wine Bar	\$18	Beer & wine only		
Drink Tickets Per Ticket	\$12	excludes flights, black light, single shots per ticket only		
Drink Tickets	\$10	(beer/wine/ single well)		
Absinthe Fountain	\$15	10 people Max and 4 person Min.		
Full Cocktail Class	\$65 plus 20%	Each guest will make 3 cocktails. Min:10. Max: 20		
Micro Cocktail Class	\$20 Plus 20%	Each guest will make 1 cocktail. Min: 10 Max:20		

**Drink total:** \$ \_\_\_\_\_

## Total Food/Beverage Charges

Outside catering fee: \$ \_\_\_\_\_

Food & drink total: \$ \_\_\_\_\_

20% Gratuity non taxed: \$ \_\_\_\_\_

1.4% Public Improvement fee : \$ \_\_\_\_\_

20% Gratuity for cocktail class: \$ \_\_\_\_\_

Total with 7.5% sales tax: \$ \_\_\_\_\_

**Food and Beverage total with tax and gratuity:** \$ \_\_\_\_\_

# Prismajic® RENTAL OFFERINGS

## Room Rental & Fees

Item	Price per hr.	Food & Drink Minimum	Hrs./Rate	Total
Night Owl Venue Wed. & Thur.	\$50	\$10/person/food/drink minimum		\$
Night Owl Venue Peak days Fri./Sat before 6pm	\$75	\$10/person/ food/drink minimum		\$
Night Owl Venue Peak days Fri./Sat after 6pm	\$100	\$15/person/ food/drink minimum		\$
Night Owl Venue Sundays	\$75			
Experience Buyout	TBD	To be determined per event		\$
Industry Rental Space	TBD	Coming Soon		\$
Full venue buyout	TBD	Determined per event		\$

## Additional Rental Items

Item	Price per hr.	Included items	Hrs./Rate	Total
PA System	50	Includes use of Behringer sound system, 2 speakers, optional monitor, 1 SM58 SHURE microphone, and cable to run music. Flat rate of \$150		\$
Sound Tech	30	Charge to have someone come run sound for you		\$
Additional mic or wireless setup	10	1 wireless mic. setup available. Flat rate \$30		\$
Projector & screen	30	120 INCH Projection screen and Epson Projector Flat Rate \$75		\$
DVD Player	5	Blu-ray capable as well as some streaming services. Renter responsible for streaming service logins. Flat rate \$10		\$

Rental total \_\_\_\_\_

I authorized the credit card to be charged \$\_\_\_\_\_ On \_\_\_/\_\_\_/2024\_\_\_\_\_

Signature of responsible party: \_\_\_\_\_