



Banquet/ Reception Room

Name _____

Event Date _____

Room Needs

- Podium
- Microphone(s) x _____
(2 no charge; \$40 ea. additional)
- Lapel Microphone - \$40 x _____
- Easel
- AV Cart
 - At Podium
 - In Back or Room
- Digital Projection
Includes (1) screen; Requires appointment for Digital Preview. See seminar/meeting room form.
- Live Camera Projection - \$75
(4 rooms minimum)

Guest Providing

- Centerpieces/Additional Decorations
(Candles must be pre-approved)
- DJ
- Personal Cake Knife Set
- Sound System
- iPod
- Laptop

Optional Platform

- Staff Discretion
 - 4x8 piece
Number of pieces: _____
- \$25 set up fee per section.**

Table Set Up

- Head Table for _____ people
- VIP/Reserved x _____
Guests at each _____
- Gift Table x _____
- Registration/Name Card x _____
Chairs at each x _____
- Display Table x _____
- Cake Table
 - Round
 - Square
- Round Tables - \$150 per room
- Long and Round Tables - \$100 per room
- Long Tables
- Floor plan needed for guest to complete

Child Needs

- Boosters x _____
- Highchairs x _____

Table Cloth Color

- White
- Champagne
- Black

Napkin Color

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> White | <input type="checkbox"/> Red |
| <input type="checkbox"/> Champagne | <input type="checkbox"/> Bronze |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Lemon Yellow |
| <input type="checkbox"/> Forest Green | <input type="checkbox"/> Burnt Orange |
| <input type="checkbox"/> Black | <input type="checkbox"/> Pecan |
| <input type="checkbox"/> Dusty Rose | <input type="checkbox"/> Lilac |
| <input type="checkbox"/> Pink | <input type="checkbox"/> Purple |
| <input type="checkbox"/> Navy Blue | <input type="checkbox"/> Maize |
| <input type="checkbox"/> Cadet Blue | <input type="checkbox"/> Light Blue |
| <input type="checkbox"/> Sandalwood | <input type="checkbox"/> Seafoam |
| <input type="checkbox"/> Peach | <input type="checkbox"/> Brown |

Decorating Needs

- Decor Lights (Wedding Receptions Only)
 - Head Table
 - Cake Table
 - Gift Table
- Candle Lamps - \$1 per table
- Round Table Mirrors - \$1 ea
 - 12" Large x _____
 - 10" Medium x _____
- Easel
- Registration Table
- Floor Plan Needed
(Guest completes seating)

1) Set up need and menu selections 6 weeks in advance. 2) Final count 2 weeks in advance. 3) \$100 set up fee per room.

Room will be available one hour prior to reservation time. Alcoholic beverages are not permitted within the complex. Outside food and beverages may not be brought in without prior approval. Program of events must be submitted or communicated in advance. Lost or stolen items will not be our responsibility.

Terms of final payment will be arranged at the discretion of the Banquet office. Payment accepted as cash, check, or accepted credit cards (additional 2% service fee for credit card transaction).

All pricing and menu option are subject to change.

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