

**Colombo Lodge
Function/Event Check-List**

Fill in to the best of your ability and to present to Hall Manager.

Event / Name _____ **Event Date** _____

Customer _____ **Phone Number** _____

Address _____

Number of People _____

Number of Tables _____

Number of Spare Tables _____

Types of Tables Round Rectangle

Table Cloths Regular Cloth/linen to be supplied by Client

Types of Glasses Wine Water

Time	Description	Special Instructions
_____	Cocktails	_____
_____	Appetizer	_____
_____	First	_____
_____	Second	_____
_____	Third	_____
_____	Dessert	_____
_____ _____	Bar	_____
_____		_____
_____	Clean up of tables MUST be complete	_____
_____	Midnight snack	_____

Other Special Instructions _____

	Name	Phone	Signature
Hall Manager	Giacomo Scavo	250-426-5748	_____
Contact Person	_____	_____	_____
Event Manager	_____	_____	_____
Date	_____		

Telephone: (250) 426-4114
 Fax: (250) 426-5748
 E-mail: hallmanager@colombolodgecranbrook.com