



9001 Bill Fox Way
 Burnaby, BC V5J 5J3
 604.297.4883
 riverwayevents@burnaby.ca

EVENT ORDER CONFIRMATION

Event Order Contact:
Phone:
Day of Event Contact
Phone:

Payee (for final invoice):
Phone:

Account Concierge:

DATE	TIME	ROOM	EVENT	GUARANTEE
			Wedding	Adults: Kids 5-10: Kids 0-4:

GENERAL

COCKTAIL HOUR / RECEPTION

Time: ___ : ___
 Appetizers: **YES NO**
 MENU:

Champagne Toast:
 Champagne selection:

Bar*/Beverage: **CASH FULL HOST OTHER**
**Last call for bar service is 11:45 pm*
 Details & Restrictions:

Punch Service : **YES NO**
 Maximum # of Decanters:

DINNER — Service @ ___ : ___
 MENU:

Special Requests*:

****Due to the possibility of cross contamination, we politely decline special meals for severe allergies. These guests are welcome to bring in their own food.***

TABLE WINE: YES NO
 Selection:

If wine is served, please see below:

Serving wine provided by Riverway Bringing own commercially bottled wine

Amount of Each Per Table:
 Service: **Poured Placed**
 Corkage to be Charged*: **YES NO**
***Maximum of 3 bottles per table for corkage**

SET-UP

DESSERT, COFFEE & TEA STATION — Served @ ___:___
Wedding Cake: **YES** **NO** Cutting Time @ ___:___ pm
Service: **on dessert buffet*** *Additional charge for service to guest tables, as per contract
Additional Details:

ADD LATE NIGHT SNACK: YES NO

Service Time: ___:___
Additional Details:

Bridal Change Room Required: **YES NO**

CEREMONY (additional fee, as per contract)

Number of chairs (80 standard):

**In the case of rain/poor weather, ceremonies will be conducted in the banquet space using existing floor plan (changes to set up not available)*

**Customized settings available for extra fee, based on contract*

BANQUET FLOOR PLAN

Table Size: **six feet, 10 people**

Number at Head Table (maximum 12 for alcove):

Dance Floor*: **YES NO**

**Location & size may affect overall floor plan*

Additional Tables Required:

Cake Table / Signing Table / Gift Table / DJ
Other:

AUDIO VISUAL REQUIREMENTS

Check all that will be required:

Sound system **Hand Held Cordless Microphone** **Podium** **Synchronized TV's**

Additional Details:

**Equipment use is included as part of the package for events.*

Payment for weddings is due 10 business days before the event. Visa, Mastercard, Amex and certified bank cheques are accepted for payment. Cheques should be made payable to "City of Burnaby". Any additional charges and alcohol charges are payable the evening of your event.

initials

TIME OF ACCESS FOR SET UP:

EVENT END TIME @ 12:00am _____

initials

Today's Date

Host's Signature

I hereby accept the Terms & Conditions listed below.

Personal information that you provide during the event booking and confirmation process is collected in a manner that ensures compliance with the privacy provisions of the Freedom of Information and the Protection of Privacy Act. (Personal information is never improperly disclosed nor is it sold to outside parties. The information provided enables us to answer your questions and help meet your specific event needs and expectations of our customers.) If you have questions about the collection, use or disclosure of your personal information, please contact Food Burnaby at 604-297-4883.