



Carlyle Grill Request For Proposal

****This form is for guests who are interested in scheduling an event at Carlyle Grill**

We at Carlyle Grill are delighted that you are interested in holding your upcoming event at our location. Our goal is to help make your event a success!

Below is a list of items that will help us accommodate your specific needs. Please fill out all the information and fax to or email to Jessica Bassett at 734-332-9702 or jessicah@mediterrano.com. **(This form must be filled out before we can confirm your event on our calendar.)** We look forward to working with you.

Contact Information:

Name: _____ Name of
Business: _____
Address: _____ City, State,
Zip: _____
Phone Number: _____ Fax: _____
Email: _____

Room Interested in Reserving:

Function Room (accommodates 50 guests)

Event Date: ____ / ____ / ____ **Event Time:** _____ **Number of guests attending** _____

Event Description (Please describe a short summary of your event)

Audio/Visual Needs:

All items listed below are La Piazza amenities that we provide free of charge or we can rent them for you at a minimal cost. In order to accommodate your needs, please check all that apply to your event.

- Internet Access
- Television screen with computer hook-up
- Large projection screen - \$25 rental fee
- Podium - \$25 rental fee

Special Needs:

Please note any special needs for your event below including room set-up (ie: u-shape, crescent rounds, cocktail tables, etc)

****Charges based on guaranteed headcount:**

Function Room Sunday – Thursday (lunch: minimum service charge of \$40.00, Dinner: minimum service charge of \$80.00)

CARLYLE GRILL

Function Room Friday – Saturday (lunch: minimum service charge of \$40.00, Dinner: food and beverage minimum of \$1,000.00 plus 20% service charge)

Cancellation Policy: There is a \$150 cancellation fee applied to all events that do not cancel at least 2 weeks in advance

Signature _____
Date _____