



Goels Plaza: Event Inquiry

Customer Information (GP Internal Initial Worksheet)

Date of Site Visit: _____ Name of attending GP Staff: _____

Customer's Name: _____ Phone: () _____

Name of Business Affiliation, if any: _____

Emails: (1) _____ (2) _____

Type of Event: _____ Event Details: _____

Event Date: _____ Day: _____ Check-in Time: _____ Check-out Time: _____

Total Guest Count (including children): _____ Number of Children (under 16 yrs.): _____

Event Planner: _____ Phone / Email: _____

How Did You Hear About Us? _____

Recommended Ballroom: **JASMINE / IRIS / CARNATION / MAGNOLIA / GRAND / STUDIO**

Catering by GP: _____ Catering by Customer*: _____ Alcohol: **YES or NO**
(*\$2.50 PP per meal Fee will apply in this option) (outside alcohol corking fee \$3/\$6 PP applies)

Tables Requested: (Maximum allocated for each room at no additional charge to be determined by the GP management.)

Additional tables / chairs will be charged @\$10/each

60" Round: _____ Rectangular (6'x30"): _____ Classroom style (6'x18"): _____ 30" Cocktail: _____

Linen: can be special ordered as an add-on item later.

Additional Information: _____

Name of Guest of Honor: _____

• **For Wedding Events:**

Bride: _____

Groom: _____

Official Estimate Sent:

• Date/Time Emailed: _____

Follow Up:

• Date: _____

• Date: _____

Rough Estimate for Room rental only: _____
(excluding all other fees that may apply)

Optional Add-On Items:

| | | |
|--------------------------|-----------------------------|---------------|
| <input type="checkbox"/> | Dance floor | S / M / L / X |
| <input type="checkbox"/> | Elevated Stage: | S / M / L / X |
| <input type="checkbox"/> | LCD Projector & Screen | 8' / 10' |
| <input type="checkbox"/> | PA / Karaoke system | |
| <input type="checkbox"/> | Dressing Rooms (1 or 2) | |
| <input type="checkbox"/> | Celebration Cake | |
| <input type="checkbox"/> | Photographer (vendor) | |
| <input type="checkbox"/> | Event Planner / Coordinator | |
| <input type="checkbox"/> | Decorations (vendor) | |
| <input type="checkbox"/> | Flowers (vendor) | |
| <input type="checkbox"/> | Hotel Arrangements | |
| <input type="checkbox"/> | Lounge / Cocktail Area | |
| <input type="checkbox"/> | Food Prep Hall | |
| <input type="checkbox"/> | Coat Check Room | |
| <input type="checkbox"/> | Security Staff—mandatory | |