

The CURIOUS COLLECTORS of BAKER STREET

Whenever discovering a potential site for a CCOBS gathering, please take a moment to fill out this form. Your assistance is greatly appreciated! Send to Chrys Kegley, 9338 Sophia Ave., North Hills, CA 91343 (818) 893-1501

SITE your name phone date

event event date time: from/to

mailing address city state zip

phone: day/evening web site email

banquet co-ordinator phone # contract required: Y/N

MONIES: deposit amount deposit due date refundable applied to cost balance due date

type of funds: personal check bank/cashiers check money order cash credit card

price per person tax inc: Y/N tip inc: Y/N **BAR** prices cash /carry flat fee

guaranteed # of guests date/final count due anticipated final count

THE ROOM: room charge: Y/N amount included/seperate room size dimensions how many can be seated

decorate the room before hand: Y/N remove items in room: Y/N podium platform stage extra tables/chairs

audio-visual equipment how early are we allowed to setup parking lot location fee

Food: is a menu available to take buffet style how long is food served beginning at how often is food replenished

special diet requirements provided sit down time served number of waitresses bartender

menu selections

comments
