



# Party Room Questionnaire

[www.coalsartisanpizza.com](http://www.coalsartisanpizza.com)

Coals Middletown 502-253-0106

Coals St Matthews 502-742-8200

Catering Manager

Madeline Peters

502-203-5559

[madeline@coalsartisanpizza.com](mailto:madeline@coalsartisanpizza.com)

Event Location:	(Please Circle)	Middletown	St Matthews
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Name \_\_\_\_\_ Business Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of the Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Guest Count \_\_\_\_\_ Time \_\_\_\_\_ Duration \_\_\_\_\_

One Check: YES NO Payment Method: (Please circle) Credit Card Cash/ Check Credit Card on File

Who is Paying? \_\_\_\_\_ Tax Exempt (Please Circle) YES NO

We dont charge a room fee or minimums on food and drink. To book the private room on weekend nights we have a minimum gratuity of \$150.00 or 20% of the final bill, whichever is greater. All other days the minimum gratuity is \$100.00 or 20% of the final bill, whichever is eater. The minimum gratuity is for one waiter and support staff. Cost goes up for additional waitstaff. WITH PRIOR APPROVAL FROM MANAGEMENT, CAKE PURCHASED FROM A COMMERCIAL BAKERY IS ALLOWED. THERE IS A 20.00 FEE FOR PLATE SERVICE. NO OTHER OUTSIDE FOOD IS ALLOWED.

Presentation: (Please Circle) YES NO Television AV SetUp: YES NO

Time of Presentation: (Please circle ) Before Meal During Meal After Meal

Table Setup (Please refer to the seating chart available on our website) (Please circle your choice below)

Alcohol Included YES NO Drink Tickets YES NO How Many \_\_\_\_\_ Per Guest Price Per Ticket \_\_\_\_\_

Do You Need: (Please Circle) Beverage Package Dessert package High Chair

Reservation Notes