

# EVENT REQUEST FORM

Date Requested: \_\_\_\_\_ Estimated Number of Guests: \_\_\_\_\_  
Type of Event: \_\_\_\_\_

MENU: Main Course Desired: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Additional Items Desired: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wine Selection / Cocktails: \_\_\_\_\_  
Special Arrangements: \_\_\_\_\_  
Music Arrangements: \_\_\_\_\_  
Table Arrangements: \_\_\_\_\_

- Please contact our Catering Department at least three (3) business days prior to your function with the number of guests you will guarantee for attendance. You are responsible for payment of a minimum of 85% of your contracted attendance for all events.
- We are prepared to serve 5% over your guarantee. If we do not receive a guarantee three (3) business days prior to your function, we will charge for the maximum number of attendees stated in the contract or the actual number of guests served, whichever is greater.

Food and drink prices are exclusive of tax and 20% gratuity. A non-refundable deposit is required and will be billed to your account or paid at signing of contract. Please fax the signed event request form to **(805) 278-1897**.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Signature

Thank you for selecting the Topa Tower Club for your special event. If we may be of further assistance, please do not hesitate to contact us at (805) 983-7777 or by email at [banquets@topa.com](mailto:banquets@topa.com).

Sincerely,

**TOPA TOWER CLUB, INC.**

*Robert Lopez*

General Manager