

Food & Beverage Reservation Form

Please complete the Food and Beverage Reservation Form to secure banquet space for your function during the 42nd PCA General Assembly. Banquet space is reserved on a first-come, first-served basis. Once the Food and Beverage Reservation Form, one for each function, is received and processed, the Administrative Committee will assign banquet space and provide you the catering menus, audio-visual information and additional details.

All banquet reservations must be submitted before Friday, April 11, 2014.

Organization Name: _____

Contact Name & Title: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Name of Function: _____

Estimate Number of Attendees: _____

Preferred Date

- ☐ Monday, June 16
- ☐ Tuesday, June 17
- ☐ Wednesday, June 18
- ☐ Thursday, June 19

Preferred Function

- ☐ Breakfast (6:30-8 a.m.)
- ☐ Lunch (12-1:30 p.m.)
- ☐ Dinner (5:30-7 p.m.)
- ☐ Other: _____

Type of Function

- ☐ Plated Meal
- ☐ Buffet
- ☐ Reception
- ☐ Other: _____

Banquet room will be set in rounds of ten. The standard room set includes: round tables, chairs, and house linens. Handout tables will be provided upon request.

In order to comply with state law, no food or beverage, to include alcoholic beverages, shall be brought into or removed from function rooms by attendees.

Comments:

Office Only:

Room Name: _____

Submit form by completing this form online and clicking "Submit" at the top of the page or email to events@pcanet.org.