



F&B Reservation Form

Please complete the Food and Beverage Reservation Form to secure banquet space for your function during the 38th 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 23.

Organization Name: _____
Contact Name & Title: _____
Mailing Address: _____
Phone: _____ E-mail: _____
Name of Function: _____
Estimate Number of Attendees: _____

Preferred Date

- Monday, June 28
- Tuesday, June 29
- Wednesday, June 30
- Thursday, July 1

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 or guest rooms by attendees.

Comments: