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## Casino Night Information Sheet

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*Please fill out and return to main office ONE MONTH prior to event.*

Company Name: \_\_\_\_\_

Client Name: \_\_\_\_\_

Date Of Event: \_\_\_\_\_

Dealing Times: From: \_\_\_\_\_ To: \_\_\_\_\_

Phone- Day: \_\_\_\_\_

Phone- Night: \_\_\_\_\_

FAX Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Guest Arrival Time: \_\_\_\_\_

Delivery Time: \_\_\_\_\_

*There may be an extra charge for deliveries more than 2 hours prior to dealing time.*

### Delivery:

Upstairs:\_\_\_ Downstairs:\_\_\_ Inside:\_\_\_ Outside:\_\_\_

Freight Elevator:\_\_\_ Regular Elevator:\_\_\_ Loading Dock:\_\_\_

Any Delivery Difficulties? (Dogs, Narrow Stair Case, New Wood Floors, Boat Party, Etc.)

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### Attire Requirements:

Tux. Shirt:\_\_\_ Normal Black/White:\_\_\_ Western:\_\_\_ Hawaiian:\_\_\_

Location Name: \_\_\_\_\_

Address: \_\_\_\_\_

Ballroom: \_\_\_\_\_

On Site Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Number Of Guests: \_\_\_\_\_

### For the Dealers:

Parking: Pay Parking:\_\_\_ Cost:\_\_\_ Validated:\_\_\_

*Client is responsible for dealer parking costs.*

If event is outside will there be heaters or tents for dealers in the Winter?: Y / N

In the Summer will there be shade or tents for dealers and equipment?: Y / N

Do you have a back up plan in case of inclement in weather?: Y / N

Will the dealers be invited to eat?: Y / N

Which of the following will be provided for dealers (please check all that apply).

Water:\_\_\_ Water Station:\_\_\_ Coffee:\_\_\_ Free Sodas:\_\_\_

If there is no pit boss at event when can dealers take a break?

\_\_\_ One table at a time for 15 minutes each.

\_\_\_ All together for 15 minutes total.

\_\_\_ There will be a break in the middle of the casino for some activity. The dealers may break then.

**Play Money:**

Fundraisers: 100's:\_\_\_ Private Parties: 500's:\_\_\_ 1000's:\_\_\_

Custom Money Available At An Additional Charge. Contact Planner for Details.

**Raffle:**

\_\_\_ Standard Raffle \_\_\_ Chinese Raffle \_\_\_ Top Winners \_\_\_ Auction/Bid Cards

Gratuity is at client's discretion. No gratuity is included in the bill.

The client accepts responsibility for loss, theft, or damages due to abuse, carelessness, or accidents of any kind. Since red wine stains cannot be removed, we request that the guests do not drink dark wine while playing at the tables. Thank you!

I HAVE READ AND UNDERSTAND THE ABOVE STATED TERMS AND CONDITIONS.

<p><b>Customer Signature:</b>_____ <b>Date:</b>_____</p> <p>Signer warrants that he/she is an agent for otherwise authorized to sign for client</p> <p><b>Printed Name and Title:</b>_____</p>
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<p><b>Please return to The Event Consultants via fax, regular mail or e-mail ONE MONTH prior to event.</b></p> <p>-----</p> <p>The Event Consultants * 188 E. 17<sup>th</sup> St., Suite 201 * Costa Mesa, CA 92627 Phone: 949-548-7762 * Fax: 949-548-5382 * E-mail: info@theeventconsultants.com</p>
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