



Private Charter Details Form

Our private charter details form is designed to plan and organize the things you need to get your paddleboat trip ready to cruise!

Contact Names: _____

Company Name: _____

Contact Address: _____

City, State, Zip: _____

Event Date: _____

Est. Guest total: _____

Boat (circle one)

Avalon Empress Showboat Jubilee II Anastasia

Key Times

Boarding Time _____ am/pm

Food Service _____ am/pm

Champagne _____ am/pm

Cake Served _____ am/pm

Depart Boat _____ am/pm

Boat Setup

Microphone? No ___ Yes ___ (For Whom? _____)

Wedding Chapel? No ___ Yes ___ (Which Level? _____)

Linens? No ___ Yes ___

Head Table? No ___ Yes ___ (# of People? _____)

Parent's Table? No ___ Yes ___ (# of Tables? _____)

Gift Table? No ___ Yes ___

Guestbook Table? No ___ Yes ___

Special Requests: _____

Menu (Circle all that apply)

Appetizers buffet Sit-down Meal Special Meals Desserts

Specific Menu Choices: _____

Bar Setup

What will you host? (check & complete all that apply)

For specific items (Circle all that apply):

Pop/Juice Wine Domestic Beer Imported Beer Rail Drinks Premium Drinks Specialty Drinks

For the time period of _____ to _____

To a maximum \$ _____

Drink tickets (Number of tickets needed) _____

Champagne

Champagne? No ___ Yes ___ (# of cases ___)

One case serves 150 people

Non-alcoholic champagne? No ___ Yes ___ (# of bottles ___)

REMEMBER

Two weeks prior to event

___ Menu Decisions Due

*Including Bar Options

___ Entertainment Booking

One week prior to event

___ Final Guest Count Due

(Cannot decrease final count during week prior to event, can only increase)

___ Balance of payment Due

(Credit card & cashier's check day of. Personal checks only accepted 12 days in advance)