

St. Croix Boats Event Detail Sheet

Date of Event _____ Appointment # _____

Number of guests _____

Group Name _____ Contact name _____

Address _____

Contact Phone # _____ Other Phone # _____

Menu information

Sit down/ Buffet

Entrée Choice(s) limit 2 + Vegetarian & Children _____

Potato _____ Salad _____

Children Meals: Y / N # _____ Vegetarian Meal _____

Name Tags Y / N Table Numbers Y/N

Late night at the dock _____

Minimum food requirements apply to all events
All prices plus Service Charge & State & Local tax
A service charge is included in final host bar price
All service charges are sole property of St. Croix Boat & Packet

Bar Options

	Pop	Can Beer	Wine	Rail	Call	Premium	Specialty
Yes or No							
Time Period							
\$ Amount							

Drink tickets Y/N # or tickets per person_____

What are ticket good for_____

Contact for host bar_____

Champagne Toast Y/N Number of Cases/Bottles_____

Wine at tables Y/N How many per table_____

What kind: White Zin/Cabernet/Chardonnay/Pinot Grigio

Times

DJ / Band		Cake	
Florist		Décor / Favors	
Boat departs		Guest Arrival	
Ceremony		Social Hour	
Dinner		Toast (Formal Y / N)	
Cake Served		Late Night Apps	
Dance		Dock Time	
Boat Returns		AV Presentation	

Other:_____

Boat Set Up

Linen Y/N \$_____ Linen Napkin #_____

Head Table Y/N # of ppl:_____ Location_____

Reserved Tables Y/N How many_____ Where_____

Gift table Y/N Location_____

Guest Book Y/N Location_____

Check in Table Y/N Location_____

Your own centerpieces Y/N_____

Microphone: Y/N Podium: Y/N

Other special set –up_____

- No food or beverage brought on or off the boat
- There will be an extra charge for any changes to the boat set up other than items above
- Menu decision due 2 weeks prior
- Payment in full and head count due (7) days prior
(NO PERSONAL CHECKS)
- Minimum number of guests and food apply to your event
(See your representative for more information)
- Food and bar prices are guaranteed only within the year event
- All decorations are to be set up and taken down in your scheduled time slot-no candles or confetti allowed
- No outside caterers allowed
- A service charge will be added to menu items as well as Minnesota state sales tax. A port charge is added to the charge of the boat rental

Contact_____

Representative_____