



**DARBOY CLUB**

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Appleton, WI 54915  
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(920) 734-7031 Fax

Email: darboyclub\_wedding@yahoo.com

Thank you for choosing the Darboy Club for your wedding. Please fill out this form and return it to us **90 days** before your wedding date. We will keep it on file to ensure that everything is just the way you want it. If you would like to discuss anything on this questionnaire, please call weekdays between 8:30 am and 5:00 pm.

**General Information**

Date of Wedding \_\_\_\_\_

Name of Bride \_\_\_\_\_

Phone (Day/Eve) \_\_\_\_\_

Name of Groom \_\_\_\_\_

Phone (Day/Eve) \_\_\_\_\_

Room Booked:  Main Hall  Heritage Hall

Number of guests **INVITED** for dinner: \_\_\_\_\_

**\*\*Please contact the Darboy Club 3 weeks before your wedding with the final Dinner count\*\***

**Room Arrangements**

Would you like to use our:  Single Candle Holders  Fishbowls - Large or Small (Please Circle Size)  
 Mirrors

How many people will be at the head table? \_\_\_\_\_

Please choose one of the following table arrangements. *Please note: there may be some limitations due to number of guests.*

Round Tables - Seat 10  Straight Rows

Please indicate the color napkins you have chosen: \_\_\_\_\_  
*(18 Colors to choose from)*

Would you like water goblets on the tables?  Yes (\$0.25 per person)  No - Fan Fold with Water Goblets

**\*\*When water goblets are selected, napkins are fan-folded.\*\***

**Pre-Dinner Arrangements**

Where will the ceremony be held? \_\_\_\_\_ Time: \_\_\_\_\_

Will your guests arrive at the Darboy Club immediately afterwards?  Yes  No If yes, time: \_\_\_\_\_

Would you like:  Punch Bowl  Hors D'Oeuvres Table  
 Champagne Fountain  Chocolate Fountain

**\*\*Please check for current prices on above arrangements.\*\***

Would you like "OPEN BAR" before dinner?  Yes  No

Drinks:  Beer and Soda only  Liquor, Beer, and Soda

Who is responsible for the **BEFORE** dinner bar bill? (Please include name, address, and phone number.)

**Dinner Arrangements**

What time would you like dinner served? \_\_\_\_\_ **\*\* 6:30 pm or later on Friday evenings.\*\***

What menu items have you selected? \_\_\_\_\_

Would you like **Wine** (Rose - Chablis - Chardonnay - White Zin) or **Champagne** Served with Dinner? (Please Circle One)

Head table       All guests

The cake is being served     For dessert     At the reception

If the cake is being served at the reception, would you like the Darboy Club to cut it? (\$45 charge)     Yes     No

Who is responsible for the **DINNER** bill? (Please include name, address, and phone number.)

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**\*A Standard 15% Gratuity will be added to all food.**

**After Dinner Arrangements**

Will you be having entertainment at the reception?     Yes, a DJ     Yes, a Band     No entertainment

If yes, DJ or Band name: \_\_\_\_\_

What time will the entertainment start? \_\_\_\_\_ End? \_\_\_\_\_

**\*\*Your entertainment must be scheduled to end no later than 12:30 am. Bar will close at 1:00 am.\*\***

Would you like to have free beer and soda after dinner?     Yes     No

If yes, what kind of beer? \_\_\_\_\_ (2 Choices)

Is there a limit on the after dinner bar?     Yes     No    If yes, number of half barrels: \_\_\_\_\_

Who is responsible for the **AFTER** dinner bar bill? (Please include name, address, and phone number.)

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**\*A 10% Gratuity will be added to all beverage items.**

**\*\*Unless prior arrangements have been made, bills are due and payable by Cash, Check or Credit Card the night of the event.\*\***

Please sign this form and return it 90 days prior to your wedding date. ***Before your invitations are printed, please call the Darboy Club to finalize dinner times.*** On behalf of the Darboy Club Management and Staff, thank you for letting us share in your special day!

**Today's date:** \_\_\_\_\_ **Bride's signature:** \_\_\_\_\_

**Groom's signature:** \_\_\_\_\_