



Bookbinder's Seafood & Steakhouse
 2306 East Cary Street, Richmond, VA 23223
 (804) 643-6900

Pharmaceutical Questionnaire, Banquet Menus and BEO Form

Meeting Date: _____

Meeting Code: _____

Host: _____

Venue Contact Name & Number and email: Lynne Cohen, 804-908-9544

LynneCohen@comcast.net

Venue Address: Please see above letterhead

Projected Number of Guests: _____

Our Restaurant is not located in a Golf Club/Resort/Spa/Casino or Winery.

We are not a 5 star resort.

The following are our rooms with four walls and a door:

<u>Private Dining Room Name-</u>	<u>Taxin Room</u>	<u>President's Room</u>	<u>Tobacco Row Room</u>
4 Walls and a Door?	Yes	Yes	Yes
Minimum Food and Beverage	No food or beverage minimum, (Monday through Thursday) just \$100 Gratuity or 20% whichever is greater.	\$1,200.00 Minimum Food and Beverage plus tax and gratuity.	\$2,000.00 Minimum Food and Beverage plus tax and gratuity
Unmet minimum will be charged as unmet minimum on receipt.	N/A	Yes	Yes
Pre-set menus?	See Page 4	See Page 4	See Page 4

<u>Private Dining Room Name-</u>	<u>Taxin Room</u>	<u>President's Room</u>	<u>Tobacco Row Room</u>
House Wines:			
Martin Ray Cab.- Drumheller Chard-	\$39.00 \$36.00	\$39.00 \$36.00	\$39.00 \$36.00
Outside AV allowed?	Yes	Yes	Yes
Room Capacity with AV	12	24	32
Deposit Required?	No, just a credit card to hold the room.	No, just a credit card to hold the room.	No, just a credit card to hold the room.
Outside AV allowed?	Yes	Yes	Yes
AV available for no fee	Drop Down Screen ONLY!!!!	65 inch Television but you MUST HAVE AND HDMI PORT IN YOUR LAPTOP!!!!	Drop Down Screen ONLY!!!!
Is room available 1 hour before for set up?	Yes	Yes	Yes
Room Set Up	Conference Style Table Only	Crescent Round	Crescent Rounds
Hardwired Internet	Yes	No	Yes
Phone Line?	No	No	No
Parking	Self-Parking- Please send parking file to all guests!	Self-Parking- Please send parking file to all guests!	Self-Parking-Please send parking file to all guests!
Admin Fee?	\$25.00	No	No
Guaranteed Guest count due by:	Day before by Noon	Day before by Noon	Day before by Noon
Charge for actual guest count or Guaranteed #?	Guaranteed Number	Guaranteed Number	Guaranteed Number

<u>Private Dining Room Name-</u>	<u>Taxin Room</u>	<u>President's Room</u>	<u>Tobacco Row Room</u>
Cancellation Policy and Fees.	Must cancel at least 72 hours in advance or there is a \$300 non-refundable fee.	Must cancel at least 14 days in advance or there is a \$500.00 non-refundable fee.	Must cancel at least 14 days in advance or there is a \$500.00 non-refundable fee.
Gratuuity % (the minimum gratuity is 20% of the room F & B minimum).	20% (Minimum \$100)	20% (Minimum \$240)	20% (Minimum \$400)
State & Meals Tax %	12.5%	12.5%	12.5%
Do you sign 3rd party contracts?	No, but will abide by all rules.	No, but will abide by all rules.	No, but will abide by all rules.
Cancellation Fee can be used for future event?	No- Only if booked again within 3 days.	No- Only if booked again within 3 days.	No- Only if booked again within 3 days.
Venues BEO and Contract?	Please fill out page FIVE of this File and email it back 14 days in advance and that will serve as our venue's contract.	Please fill out page FIVE of this File and email it back 14 days in advance and that will serve as our venue's contract.	Please fill out page FIVE of this File and email it back 14 days in advance and that will serve as our venue's contract.
Any other pharma companies in house?	We will inform you of any other similar pharma companies.	We will inform you of any other similar pharma companies.	We will inform you of any other similar pharma companies.
Do you offer pharmaceutical discounts?	No	No	No
Is there entertainment or live music?	No	No	No
Can you fax itemized receipt after the program?	Yes, please provide a fax number and to whose attention we should send it to.	Yes, please provide a fax number and to whose attention we should send it to..	Yes, please provide a fax number and to whose attention we should send it to..
Vegan & Vegetarian Options?	YES	YES	YES
Kosher and Halla options?	NO	NO	NO

Please scroll down to page 4 for banquet menus and please fill out page 5 in its entirety and send it back at least 14 days before your event. A credit card number is required on page 5 in order to hold your room.

Bookbinder's Seafood & Steakhouse

Banquet Menu Selections

Menu One

-Shrimp Bisque

-Caesar Salad

Entrée Choice

- Eight Ounce Petite Filet Mignon

-Pan Seared Salmon with a Lemon, Butter Caper Sauce

-Oven Roasted Chicken Breast topped with Diane Sauce

(All entrees served with Roasted Red Bliss Potatoes and Broccoli Hollandaise)

-Dessert: Key Lime Pie with an Oreo Cookie Crust and Whipped Cream

\$55.00 per Guest, (or remove soup for \$50.00 per guest)

Menu Two

-Jumbo Shrimp Cocktail with Bookbinder's Famous Cocktail Sauce

-Tobacco Row Salad

Entrée Choice

-Jumbo Lump Crab Cake with Remoulade and Chinese Pepper Sauces

-Eight Ounce Filet Mignon Topped with Two Jumbo Shrimp, Scampi Style

-Crab stuffed Salmon, finished with a Lemon Beurre Blanc

-Cider Glazed Pork Chop topped with Caramelized Apples

(All entrees served with Roasted Red Bliss Potatoes and Broccoli Hollandaise)

-Dessert: NY Cheesecake with a Pecan Crust and Caramel Sauce

\$67.00 per Guest, (Or remove Shrimp Appetizer for \$57.00 per guest)

Menu Three

-Jumbo Shrimp Cocktail with Bookbinder's Famous Cocktail Sauce

-Wedge Salad with Diced Tomatoes, Crumbled Blue Cheese & Bacon, Gorgonzola Dressing

Entrée Choice

-Grilled Cowboy Cut Ribeye, eighteen-ounce, with a Horseradish Cream Sauce

-Eight Ounce Filet Mignon with a Five Ounce Crab Cake and a Cajun Remoulade Sauce

- Blackened Swordfish topped with a Chesapeake Crab Slaw

-Pan Seared Diver Scallops in a Scampi Sauce

(All entrees served with duchesse potatoes and steamed asparagus hollandaise)

Dessert: NY Blackout Chocolate Layer Pudding Cake

\$74.00 per Guest, (Or remove Shrimp Appetizer for \$64.00 per guest)

Menu Four

-Jumbo Lump Crab Cakes with a Cajun Remoulade

-Tobacco Row Salad

Entrée Choice

-Sixteen-ounce New York Sirloin

-Seasonal Fish Selection

-Eight Ounce Filet Mignon with a Five Ounce Crab Cake and a Cajun Remoulade Sauce

-Jumbo Lump Crab Cake with Remoulade and Chinese Pepper Sauces

(All entrees served with duchesse potatoes and steamed asparagus hollandaise)

-Dessert Choice: Chocolate Pâté with Melba Sauce **OR** Seasonal Berries with Whipped Cream

\$79.00 per Guest, (or remove Crab Cake Appetizer for \$69.00 per guest)

Please choose from one of the above menus. We will take your entrée order the night of the event.

Prices per guest **do not** include 12.5% tax or 20% service charge.



Email: Lynnecohen@comcast.net

Menu Selection Form

Please scan & email this form, filled out in it's entirety at least 14 days before your event, (or by November 15th for all December reservations). Please contain ALL important information on this form, (special instructions & seating arrangement) & not in an email. Please do not email this form unless all decisions have been made and the form is complete.

Contact Name: _____

Company/Reservation Name: _____

Reps Name: _____

Contact Cell Phone Number: _____

Date and Day of week: _____

AV Equipment Needed?: (Please see room descriptions for what is available) _____

Time: _____

Room: _____ **Minimum Food & Beverage \$** _____ (Plus Tax and Gratuity)

Estimated Number of Guests: _____ (Final guest count due by noon the day before the event)

Open Bar (wine, beer & cocktails) **~OR~ Wine & Beer Only?**

(Please circle one of the above)

Two Drink Maximum per guests? _____

Banquet Menu # _____ A limited menu is required for 16 or more guests.

Price per guest? \$ _____ **Three courses or Four?** _____

Special Instructions _____

Red Wine Bin Number & Name # _____

White Wine Bin Number & Name # _____

Please choose a red and a white wine by the bottle or write "House Wines" which are Martin Ray Cabernet Sauvignon, (\$39) and Drumheller Chardonnay, (\$36), to serve with dinner

Do you want to charge this event to the following credit card: Yes or No (PLEASE CIRCLE)

MUST STAY UNDER \$ _____ **All inclusive.**

Credit Card Number: _____ - _____ - _____ - _____ Exp: _____

Name on Card: _____ Authorized Signature: _____

Fax Receipt to: _____ Fax Number: _____

January - November, we will not charge your credit card unless you fail to cancel at least 14 days in advance. If cancellation is within fourteen days there is a \$500 cancellation fee. Please note that this form must be filled in completely at least two weeks in advance of your reservation. December reservations require a non-refundable deposit within 72 hours of making your reservation and this menu selection form must be received by November 15th, 2018.

Please scan and email this form to: LynneCohen@comcast.net

Signature: _____ Date: _____

*I have included all of the important information pertaining to my event on this form **and not in the body of an email.** I have read this banquet information packet and understand the room minimums and cancellation policies.*