

THE *Bleckley* INN

Contact:	Group:
Phone Number:	Email:
Event Date:	
Event Description:	
Venue Space: Dining Room - Brunch	
Time of Event: <u>Monday – Fridays</u> Start: 11 am Finish: 1 pm Saturday/Sundays Start: 11:45 am Finish: 1:45 pm Must begin at the start time indicated above for a brunch. We remove food one hour after the start time. You may continue your event after the food is removed until the finish time listed above. *Let us know if your event is a drop-in so we will leave the food out the full 2 hours.	
Set Up Time: *Please understand that our staff will be busy changing linens and refreshing food at the conclusion of breakfast (we serve until 10 am weekdays and 11 am Saturday/Sunday , so please have your guests wait in the lobby until the room is ready.)	
Table/Chairs Required: Guest tables (we have several 60” rounds that seat up to 8 plus 36” squares that seat 4 – tables must stay in the room)	
Cake table: yes: _____ no: _____, Gift table: yes: _____ no: _____	
Floor Plan for Table/Chair Layout:	
Linens (provided by the Bleckley – it will be what is out from breakfast: either black, green or navy with white overlays) * Let us know prior to your event date if you have a specific preference.	
Flowers/Decor: <i>(Bleckley will have something on the tables from breakfast. We advise you to use our decor since there is limited time between breakfast and your private event)</i>	
Guest Count (*final head count required 7 days prior to event): *We require 30 or more guests to book private events past our normal breakfast hours.	
**GROUPS LARGER THAN 50 WILL BE SERVED AT THE BUFFET LINE BY OUR STAFF, Less than 50 is self-serve at the buffet line	
Menu: <u>Breakfast Buffet</u>	
Beverages: Water, Coffee and Juice	
Breakfast Casserole: <u>Choose 2 Casseroles</u> from this list: <ul style="list-style-type: none"> -French Toast Casserole -Everything Bagel Casserole (bacon, cream cheese and gruyere cheese) -Hashbrown Casserole -Egg/Sausage Casserole -Blueberry Puff Casserole 	

Grits
Praline Bacon
Toast with Avocado
Biscuits/Bread
Fresh Fruit
Price: 30 person minimum: \$12/person (includes tax), plus 20% gratuity
Payment: How should front desk expect payment: One check, etc?
Cancellation Fee: \$100 fee if cancelled less than 30 days prior to event date
Serving Requests:
Buffet-Style
Alcohol (mimosas by the bottle \$18/each plus 9% tax, 18% gratuity): Yes: _____ No: _____
If YES: Maximum bottles to be made available to your guests: _____
Special Requests: Let us know if you want to move to the lobby for gift opening, and we can tell you if this will work with the day's hotel activities.
**Communicate changes/updates to Shelby by email: shelby@bleckleyinn.com
DATE:
BLECKLEY INN REPRESENTATIVE: Shelby Clardy
FINAL HEAD COUNT DUE 7 DAYS PRIOR TO EVENT
Phone: 864-225-7203
Address: 151 E. Church Street, Anderson, SC 29624
Fax: 864-225-7218
Email: shelby@bleckleyinn.com
Website: www.bleckleyinn.com