



Service Agreement & Banquet Planner

Complete and FAX to Jimmy Jeng at 812-479-7601 • Telephone: 812-479-7600

Customer Information

Name: _____

Street Address: _____

City, State, ZIP: _____

Phone: _____

Fax: _____

Billing Information

Credit Card: _____

Card Number: _____

Expiration Date: _____

Name on Card: _____

Event Details

Event Day/Date: _____

Note: Private events should be scheduled on Mondays when the restaurant is closed to the general public.

Event Start Time: _____

Expected Attendance: _____

Note: Banquet Room holds 50 guests. Entire restaurant holds 120.

Banquet Budget: _____

10% Advance required with Reservation.

A 15% to 20% Service fee will be charged depending upon the circumstances.

Special Needs / Anything else we need to know?

Customer's Signature

Date

Jimmy Jeng's Signature

Date

Jimmy Jeng's Szechwan Chinese Restaurant, 669 N. Green River Road, Evansville, IN 47715

Telephone: 812-479-7600 Fax: 812-479-7601

www.jimmyjeng.com