



FISH MARKET -- 105 KING STREET, OLD TOWN ALEXANDRIA, VA 22314  
T (703) 683-1185 F (703) 684-9424  
[www.fishmarketoldtown.com](http://www.fishmarketoldtown.com) – [fishmarketgroupsales@starpower.net](mailto:fishmarketgroupsales@starpower.net)

Date & Day of Function: \_\_\_\_/\_\_\_\_/\_\_\_\_ Mon Tue Wed Thu Fri Sat Sun (Circle One)

Number in Party: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ AM or PM Set-up Time: \_\_\_\_\_ AM or PM (If needed)

Estimated Departure Time: \_\_\_\_\_ AM or PM (please note there may be time constraints on private events)

Name of Contact Person: Mr. Mrs. Ms. \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

Name of Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address: \_\_\_\_\_

What menu header or theme would you like across the top of your personalized menu?

\_\_\_\_\_

Preference for set up of tables?

\_\_\_\_\_

\_\_\_\_\_

Please list any final special requests: (DJ, projector rental, decorations, etc.)

\_\_\_\_\_

\_\_\_\_\_

Where did you hear about Fish Market?

\_\_\_\_\_

\_\_\_\_\_

Purpose of event: APPETIZER/COCKTAIL ❖ SEATED MEAL ❖ BOTH (circle one) \*\*

\*\* Cocktail Hour begins at: \_\_\_\_\_ Seated Meal begins at: \_\_\_\_\_