

Holiday Inn Concord
BANQUET EVENT ORDER

USS Pratt Reunion

Event Date: Saturday, August 18, 2007			Room: Grand Ballroom		
Organization: USS Pratt Reunion Association			Function Times: 6pm - 12am		
Contact: Terry McManuels			On-Site Contact: Terry McManuels		
Street Address: 1673 Kilt Street			Telephone: (757) 479-2261		
City, State, Zip: Virginia Beach, VA 23464			Fax: (757) 646-2525		
Advanced Deposit:			Email:		
Method of Payment:			Post As: USS Pratt Reunion		
CC: Check: Direct Bill:			SALES & CATERING MANAGER: Claire Lopez		

Service Charge	Tax	Expected	Guarantee*	Set	Daily Room Rental
19%	8.25%	100			Sliding Scale (\$1000 - COMP)

SET-UP

*** SEE LAYOUT ***

Set Up: 12 Rounds of 8
Banquet Tables: All Skirted
Head Table: On Risers to seat 8 ppl.
 Flags & (1) Podium with (1) Microphone on Risers

Ballroom Linen: White
Napkin Colors: Red & Blue
Centerpiece: Client to provide own
Beveled Mirrors: Yes
DJ/Band: Yes - Band on Risers
 Tape Player for National Anthem - (hotel to provide)
 Color Guard marching

Dance Floor: Yes - 625 sq. ft. Required
Bar: (1) - YES - No Host Bar - Bartender Fee \$75 each
(Bartender Fee waived with a minimum beverage sales of \$450)

Corking Fee: (___) \$10 per bottle (if applicable)
Raffle Table: (2) 8ft. Tables / Skirted - Next to Risers
Memorial Table: (1) Cocktail Table - Skirted
 (1) Red Rose with Red Ribbon

Other: (1) 30x30 Round Table - Skirted
 with (1) place setting & small flag

Registration Table: (2) 6ft. Table - Skirted / (2) Chairs
**** Client to provide color/symbol place cards**

FOOD & BEVERAGE ARRANGEMENTS

6:00p - Guest Arrival / Cocktails
 (1) No Host Bar (until 11:30p) - Bartender Fee - \$75 each
(Bartender Fee waived with a minimum beverage sales of \$450)
 (12) Pitchers of Water - (1) per table
 (12) Pitchers of Iced Tea - (1) per table

7:20p - Plated Dinner
 Caesar Salad with Freshly Grated Parmesan Cheese and Herbed Croutons

Warm Bread & Butter
 Seasonal Roasted Vegetables
 Garlic Mashed Potatoes

*() **Sliced Slow Roasted Sirloin**
 with Burgundy Mushroom Sauce

*() **Grilled Fresh Salmon Filet**
 finished with Chef's Famous Basil Lemon Tomato Cream Sauce

New York Style Cheesecake
 with Berry Coulis & Chocolate Shavings

Premium Coffee Service
\$28.00 (ALL INCLUSIVE) PER GUEST
(\$21.74 ++)

*() **Child Meal**
 Chicken Strips with Ketchup
 French Fries
 Sliced Assorted Seasonal Fruit
 Jell-O Cup
\$15.00 ALL INCLUSIVE PER CHILD
(\$11.65++)

NO OUTSIDE FOOD/BEVERAGE ALLOWED IN MEETING ROOMS WITHOUT WRITTEN AUTHORIZATION FROM THE HOTEL OR AN ADDITIONAL CHARGE WILL APPLY PER THE HOTEL'S DISCRETION.

19% service charge & 8.25% sales tax apply

SCHEDULE

6:00p - 7:00p: Guest Arrival / Cocktails
7:00p - 7:20p: Opening Comments
7:20p - 9:00p: Dinner
9:00p - 12:00p: Dance / Conclusion

AUDIO VISUAL REQUIREMENTS

(1) Cordless Hand-Held Microphone - COMP
 (1) Podium - COMP
 **\$50 each, if additional microphones are needed not to exceed 3% increase
 Tape Player - For National Anthem connected to Patch System - COMP

SPECIAL INSTRUCTIONS

SLEEPING ROOMS

ACCEPTANCE SIGNATURE:

DATE:

*Head Counts are due (7) days prior to the event. Guarantee must be received (5) days prior to the actual event date or the expected

Estimated number will serve as the guarantee. Payment in full is due (7) days prior to event. See Catering Policies

Serviced: 1050 Burnett Avenue, Concord, CA. 94520, Phone (925) 687-5500, Fax (925)363-5493

Clean up.