

Holiday Inn Concord
BANQUET EVENT ORDER

USS Pratt Reunion

Event Date: Friday, August 17, 2007			Room: Cha / Rum / Sam		
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

Set Up: 10 Rounds of 10
Banquet Tables: All Skirted
Ballroom Linen: White
Napkin Colors: Red & Blue
Centerpiece: Client to provide own
Beveled Mirrors: Yes
DJ: No - Hotel to provide "piped in" music (easy listening)
Dance Floor: No
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)

Podium: Yes with (1) Microphone in Corner of Room

Registration Table: (1) 6ft. Table - Skirted / (2) Chairs

SCHEDULE

AUDIO VISUAL REQUIREMENTS

(1) Cordless Hand-Held Microphone - COMP
(1) Podium - COMP
**\$50 each, if additional microphones are needed not to exceed 3% increase

SPECIAL INSTRUCTIONS

SLEEPING ROOMS

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)
(10) Pitchers of Water - (1) per table
(10) Pitchers of Iced Tea - (1) per table

7:00p - Dinner Buffet
* **Customized Buffet Menu**
Garden Greens with Tomatoes, Cucumbers, Carrots, Olives and Balsamic Vinaigrette

Sliced Assorted Seasonal Fruit
Sauteed Seasonal Vegetables
Rice Pilaf

Grilled Breast of Rosemary Chicken, Marinated in Olive Oil, Rosemary, Lemon, Garlic & Special Seasonings

Sliced Pot Roast with Chef's Homemade Sauce

Fettuccine served with Marsala Cream Sauce, Mushrooms & Green Peas

Chocolate Mousse
Premium Coffee Service
\$30.00 (ALL INCLUSIVE) PER GUEST
(\$23.29 ++)

* **Child Meal**
Same as Adult Buffet
\$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

ACCEPTANCE SIGNATURE:	DATE:
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*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

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

Set up:
Served:
Clean up: