

BANQUET EVENT ORDER

(Please fill in)

Day:

Billing Instruction: Pay Upon Departure

Group:

Direct Bill Code: N/A

BEO #: 00001

Contact:

On Site Contact:

Expected: 15 Guarantee: 15 Set: 15 (Please fill in)

Function Type	Location	Time

MENU

Hot Foods (Select one)

- Mini Egg Rolls
- Mini Cheese Burgers
- Chicken Strips
- Mini Hot Dogs
- Puff Pastry Turnovers
- Mini Tacos
- Mini Meat Balls
- Other (your choice)

Dips and sauces (Select two optional)

- Guacamole
- Chocolate Dip
- Vegetable Dip
- Sweet and Sour Sauce
- Salsa
- Other (your choice)

Cold Foods (Select two)

- Chicken Croissant
- Assorted Cheeses with Crackers
- Fresh Fruit Plate
- Potato Salad
- Greek Salad
- Macaroni or Pasta Salad
- Vegetable Pizza
- Dessert Pizza
- Brownies and Assorted Cookies
- Vegetable Tray
- Tortilla chips
- Potato Chips
- Other (Your Choice)

Beverage (Select one)

- Lemonade
- Iced Tea
- Tea
- Coffee
- Other (your choice)

SET-UP

To be determined

AUDIO-VISUAL

None

All charges subject to an 18% taxable service charge and 7% tax.

GUARANTEE AGREEMENT

1. If function is cancelled, the deposit will be refunded in full if the hotel receives written notice at least sixty days prior to the function. If cancellation is received less than sixty days prior to the event, the client will be assessed a charge of 20% of the anticipated revenue for that function.
2. It is the sole responsibility of the customer to provide the guaranteed number of attendees three days prior to the function. Failure to submit a final guarantee by the required time will result in the expected number shown on the contract being used as the final guarantee. This is the minimum number for which charges will be made regardless of attendance.
3. The hotel reserves the right to move any function/event to another meeting/banquet room without prior notification.

I have read and agree to the above agreement and the hotel's catering policies and procedures. The booking will remain tentative, subject to cancellation by the hotel, until this contract is signed and received by the hotel.

Customer Authorized Signature
Date
Hotel Representative Signature
Date