

05/15/15

**BANQUET EVENT ORDER**  
XYZ Hotel  
2000 Lane  
NEW YORK NY 10700 USA  
HOTEL PHONE:

PAGE#: 1  
BEO#:  
FOLIO#:

FUNCTION DAY/DATE:  
ACCOUNT/ORGANIZATION:

DATE PRINTED: 05/15/15 10:27 PM

DATE OF FUNCTION Friday, September 28, 2001  
GROUP NAME: 12333 Name of Group  
POST AS: "Welcome XYZ Company  
MAILING ADDRESS:  
BILLING ADDRESS: 111111111  
Brooklyn NY 11111

CONTACT: Mr Rich  
TITLE:  
PHONE: ( 718-00000000  
FAX: ( 718-00000000

IN-HOUSE CONTACT: Mr John Rich

PREPARED BY: Event MANAGER: Marc Levine

\*\*\* GUARANTEE OF ATTENDANCE IS REQUIRED 72 HOURS (3 WORKING DAYS) \*\*\*  
\*\*\* PRIOR TO FUNCTION, OTHERWISE, EXPECTED WILL BECOME THE GUARANTEE \*\*\*  
\*\*\* FINAL ROOM ASSIGNMENT IS SUBJECT TO CHANGE \*\*\*

TIME	FUNCTION	LOCATION	ATTENDANCE		
			EXP	GTD	SET
7:00pm-10:00pm	Meeting	Meeting Room	45	45	50

**ROOM SET-UP**

- (1) Theater Style
- (2) Podium in front of room
- (3) .Water Station, Glasses, Candies, Pens and Pads

1:00 PM Coffee Break Commons

PM Break

Assorted Granola & Fruit Bars

Market Style Sliced Fresh Fruits Of the Season

Assorted Soft Drinks & Bottled Water

Freshly Brewed Coffee, Decaffeinated Coffee, and Specialty Teas with Milk and Cream, Sugar and Sweeteners Put  
Beverages out at 1:00pm and Food out at 1:45pm

\$12.60 per Person

EVENT ORDER Page # 2 of 3 Event Order #: 114450 Quote #: M-YOSR3Y Folio #: 12373

FUNCTION DAY/DATE: Friday, January 30, 2015 R

5:00 PM Coffee Break Harrison Pre-Function

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(30) Mediterranean Display @ \$9.00 per Person Assorted Hummus & Breads, Fresh Mozzarella, Salami, Proscuitto & Mortadella With Roasted Red Peppers & Olives, Taboule Salad & Spanakopita

**Beverage Break**

Freshly Brewed Coffee, Decaffeinated Coffee, and Specialty Teas with Milk and Cream, Sugar and Sweetners Assorted Soft Drinks & Bottled Water

\$9.90 per Person

AUDIO VISUAL 1:00 PM-2:00 PM Meeting Hutchinson/Zenger (1) AV Package @ \$2,748.83 Each

BANQUETS 5:00 PM-7:00 PM Meeting Masfield Room 2 sessions 5pm-6pm then 6pm-7pm, quick refresh at 6pm

ROOM SET-UP 1:00 PM-2:00 PM Meeting Hutchinson/Zenger Conference

Conference Table Note Paper and Pens, Ice Water and Glasses Hard Candies

2:00 PM-4:00 PM Meeting Masfield Room Crescent Rounds

Maitre D' Choice of Appropriate Linen 4 Crescent Rounds of 8 Note Paper and Pens, Ice Water and Glasses Hard Candies

2:00 PM-5:00 PM Special Tennis Bubble (1) 30 plastic white chairs around the court

2:00 PM-10:00 PM Registration Commons Registration

Registration Table set with 2 Chairs and a Wastebasket

3:00 PM-5:00 PM Meeting Cooper Rounds

20 chairs along the wall, Group will set-up nets

4:00 PM-5:00 PM Meeting Hutchinson/Zenger Existing Set, Clean and refresh

5:00 PM-7:00 PM Meeting Harrison Ballroom Conference

Note Paper and Pens, Ice Water and Glasses Hard Candies Conference Table

5:00 PM-7:00 PM Meeting Hudson Room Conference

**EVENT ORDER**

FUNCTION DAY/DATE: Friday, January 30, 2015

Note Paper and Pens, Ice Water and Glasses Hard Candies Conference Table

5:00 PM-7:00 PM Meeting Masfield Room 4 Crescent Rounds of 8 Water Station

All meeting room rental, food and beverage, audio visual and related services are subject to applicable taxes (currently 7.375%) and a separate charge of 23% will be added to your bill as an administrative fee which will be retained by the Hotel

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to defray administrative costs. The administrative charge is not a gratuity. No charges will be distributed to the service staff as gratuities.

**BILLING SUMMARY**

Master Account # 4000

Meeting Room Rental \$350.00

**Please note that all prices are subject to 20% Taxable Service Charge and NYS 6.75% Sales Tax**

Signature: \_\_\_\_\_

IF IN AGREEMENT, PLEASE SIGN ONE COPY AND RETURN