



41 Cross Street - Hudson - NY - 12534 - 18338439425 - Fax 15182496824
Banquet Event Order

Status: Definite

Account: ELEVATE MASTERMIND	Event Date: Friday, 12/14/2018
Post As: ELEVATE MASTERMIND	Contact: Charlotte Richman
Address: 1106 Park Ave, #1L Hoboken, NJ 07030	Phone:
	Fax:
	Email: charlotte@philmjones.com
Guest Count: 10	On-Site
Last Revised: 9/25/18	Sales Mgr: Laura Tardio
	Catering Mgr: Laura Tardio

Time	Location	Comment
8:30am	Boardroom	-Event Starts / Coffee Break Ready
12:00pm	Boardroom	-Lunch Ready
5:00pm	Boardroom	-Meeting Ends

Special Dietary Needs for Kitchen:

TBD

SELF SERVE BEVERAGE BREAK

Location: Boardroom
Time: 8:30am – 5:00pm
Guests: 10

Coffee/Tea/Decaf

*At lunch, add Iced Tea & Refresh Coffee
Set up beverage station on side wall, separate from food*

SELF SERVE LUNCH STATION

Location: Event Space
Time: 12:00pm
Guests: 10

**Rolled silver to go on station*
Food station can be set along back wall*

Soups

Tomato Basil Bisque
Black Bean & Corn, (include soup toppers)

Salads

Seared Chicken, Green Beans, Almonds, Dried Cherries, Red Wine Vinaigrette
Seared Sirloin Steak, Fresh Sugar Snap Peas, Red Peppers, Sliced Red Onion, Dijon Vinaigrette
(Note to Kitchen: For above two salads, serve proteins on side for guests who may just want the salad)
Tomato, Mozzarella, Fresh Basil with Extra Virgin Olive Oil and Balsamic Glaze

Rolls and Butter

Assorted Cookies & Brownies

(At lunch refresh coffee & add Iced Tea)

Event Representative Authorized Signature _____ Date _____

Hotel Representative Signature _____ Date _____

MISCELLANEOUS / SET UP

Event Space:

- Set Up: Block Style Table, Ice Water, Glasses, Pads, Pens, Candies, please run power to table for guests to charge laptops
- Registration Table: No
- Display Table: No
- Linens: None needed for meeting table, please use white linens on food and beverage stations
Black napkins for rolled silver
- A/V: Flipchart with markers and paper
- Podium/Mic: No
- Favors: No
- Flyers/Programs: No
- Banners: No
- OSC: Phil Jones

~PRICING OUTLINE~

10	Coffee Break	\$3.50	\$35.00
10	Lunch	\$23.00	\$230.00
1	Room Rental	\$175.00	\$175.00
Sub Total:			\$440.00
Service Charge, 25%:			\$66.25
Tax, 8%:			\$35.20
Total:			\$541.25

Confirmation is required 5 business days in advance of event or the expected attendance (set) above will become the guarantee. The Wick requires this contract be signed by an authorized representative of your organization and returned by . Should this not occur, the hotel reserves the right of cancelling the contract upon notice to the organization. The hotel reserves the right to reassign meeting rooms based upon final guaranteed numbers, to a room suitable of accommodating the group and requirements. Food, beverage, and all charges are subject to Service Charge and Sales Tax.

Event Representative Authorized Signature Date

Hotel Representative Signature Date