

Banquet Event Order

BEO #: 2702

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Printed: 3/27/18

Account: International Association of Pen Turners	Event Date: Friday, May 18, 2018
Post As: International Association of Pen Turners	Contact: Bob Marquis
Address: 1128 Southerland Avenue Akron, OH 44314	Phone:
	Email: magicbyshadow@sbcglobal.net
	OnSite Contact:
F&B Minimum: WAIVED Tax Exempt #:	
Deposit: WAIVED	Sales Mgr: Nancy Leatherman
Payment: Due day of event Billing #:	Service Mgr: David Cavalier

Time	Room	Function	Setup	AGR	GTD	SET	Rental
8:00 PM - 11:00 PM	Moonglow Room	Dinner	Rounds of 8				

Menu Selection	Room Setup
<p>Serve: 8:30 PM to 9:30 PM Moonglow Room</p> <p>Optimum Lunch Buffet</p> <p>Tossed Garden Salad w/ Ranch & Italian dressings Assorted Rolls & Butter Buttered Corn O'Brien w/ Red & Green Bell Peppers Steamed Redskins in Herb Butter Crispy Baked Chicken Yankee Pot Roast</p> <p>BEVERAGES: Regular Coffee, Water & Iced Tea on each table w/ Decaf Coffee & Hot Tea upon Request DESSERT: None</p> <p>_____ @ \$20.00 per person inclusive</p>	<p>Event: 8:00 PM to 11:00 PM Moonglow Room</p> <p>Galaxy Centerpieces Linen - Ivory Napkins - Chocolate Brown</p>
	Audio Visual
	Misc/Notes
	<p>Final Count Due: Tuesday, May 15, 2018</p> <p>Dinner serve time may change.</p>
Beverage Selection	
<p>Serve: 8:00 PM to 11:00 PM Moonglow Room</p> <p>Cash Bar</p> <p>Call Brand Liquor @ \$5.75 each Galaxy House Wines @ \$6.00 per glass Domestic Bottled Beer @ \$3.50 each Imported Bottled Beer @ \$4.50 each Sodas & Juices @ \$2.00 each Bartender Fee @ \$90.00 per bar</p>	

Final Guaranteed attendance is due three (3) business days prior to the first event. If no Guarantee is received, the Approximate Attendance will become the Guarantee.

Client Authorized Signature _____ Date _____

Galaxy Representative Signature _____ Date _____