

## Banquet Event Order

BEO #: 2702

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Printed: 3/27/18

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

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

### Menu Selection

Serve: 8:30 PM to 9:30 PM Moonglow Room

#### Optimum Lunch Buffet

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

BEVERAGES: Regular Coffee, Water & Iced Tea on each table w/  
 Decaf Coffee & Hot Tea upon Request  
 DESSERT: None

\_\_\_\_ @ \$20.00 per person inclusive

### Beverage Selection

Serve: 8:00 PM to 11:00 PM Moonglow Room

#### Cash Bar

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

### Room Setup

Event: 8:00 PM to 11:00 PM Moonglow Room

Galaxy Centerpieces  
 Linen - Ivory  
 Napkins - Chocolate Brown

### Audio Visual

### Misc/Notes

Final Count Due: Tuesday, May 15, 2018

**Dinner serve time may change.**

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

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