

Hotel Blake

500 S. Dearborn St. - Chicago - IL - 60605 - 312-986-1234 - Fax 312-939-2468

Banquet Event Order

BEO #: 341129

Status: Definite

Printed on: 2/19/2014 2:19:46 PM

Account: Media Consortium Post As: Media Consortium Address: The Media Consortium <p style="text-align: center;">San Francisco, CA 94108</p> Deposit: Method of Payment:	Event Date: Thursday, 2/27/2014 Contact: Jo Ellen Kaiser Phone: 415-878-3862 Fax: Email: joellen@themediaconsortium.com On-Site Sales Mgr: Vee Jones Catering Mgr: Vee Jones
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Date	Time	Setup	Set	Gtd	Room
Thursday, 2/27/2014	06:00 PM-10:00 PM	Reception	60		Burnham

Date	Time	Room Agenda	#PPL	Comments
Thursday, 2/27/2014	-			Program from 7-8pm
Thursday, 2/27/2014	-			Cocktail party from 8-10pm
Thursday, 2/27/2014	-			Welcome table to be set-up by 6pm

<p style="text-align: center;">FOOD</p> <p>No Food Requested</p> <p style="text-align: center;">BEVERAGE</p> <p>Qty: 1 Price: \$150.00 Total: \$150.00 Bartender</p> <p>Qty: 60 Price: \$3.50 Total: \$210.00 Pelligrino</p> <p>Qty: 60 Price: \$7.25 Total: \$435.00 Beer and Wine Amstel, Heineken, Stella Artois Chardonnay, Pinot Grigio, Cabernet, Merlot</p>	<p style="text-align: center;">ROOM REQUIREMENTS</p> <p>Rounds of 8 in front half of room Chairs along side for additional guests Welcome table in foyer with pens, pads of paper, and trash can Pull down screen, tape down a/v Small round table, bringing own projector Drink tickets per person for one drink</p> <p style="text-align: center;">AUDIO VISUAL EQUIPMENT</p> <p>Qty: 1 Price: \$75.00 Total: \$75.00 Podium</p> <p style="text-align: center;">MISCELLANEOUS</p>
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Estimated Charges					
Food	\$0.00	Room	\$0.00	Service Charge 1	\$158.10
Beverage	\$795.00	Staff	\$0.00	Tax 2	\$7.20
Audio/Visual	\$75.00	Miscellaneous	\$0.00	Tax 3	\$85.46
				Total	\$1,120.76

Confirmation is required 3 business days in advance of event or the expected attendance (set) above will become the guarantee. Hotel Blake 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.

Folio #:

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Event Representative Authorized Signature _____ Date _____

Hotel Representative Signature _____ Date _____