

**Hotel Banquet Event Orders (BEOs) Workshop**  
SMOFcon 36, Santa Rosa, CA, December 1, 2018

**Introduction:**

This workshop by Mike Willmoth will introduce the hotel BEO concept and sample details to those attending. Mike Willmoth has experience with hotels used by science fiction / fantasy conventions from 1992 onward. Hotel Liaison (HL) work covers everything from contract negotiations & implementation pre-con to at-con support as well as post-con wrap-up & billing. This workshop will concentrate on the pre-con implementation, specifically covering the function space layout requests by convention committees (concom) that the hotel's Conference Services Manager (CSM or equivalent title) converts into an expected format for use by their banquet or operations team to service the event.

**Agenda:**

- 1) Introduce workshop attendees to the different pieces of the BEO process: hotel furniture inventory; function space layout requests; and banquet event orders.
- 2) Discuss hotel furniture restrictions on the design and usage of the function space.
- 3) Design sample function space layout requests and analyzing such requests which originate with concom.
- 4) Review BEOs generated by the hotel's CSM for accuracy or gotchas.
- 5) Distribute BEO pages to the specific concom members who need to review them one more time before the start of the event.
- 6) Questions and answers.

**Supplied Information:**

- 1) Blank paper which can be used to sketch out function space layouts;
- 2) Sample hotel furniture inventory to use for designing layouts;
- 3) Sample hotel function space map & room layouts;
- 4) Sample hotel BEO pages to review.

**Contact information for further Q&A:**

Mike Willmoth

Facilities Division Head, Westercon 72 / NASFiC 2019; Deputy Division Head, Worldcon 76 (San Jose, CA, 2018); Vice Chair, Back of House Divisions, Worldcon 73 (Spokane, WA, 2015)

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+1-602-703-9615 (24hr cell)

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**Sample hotel furniture inventory to use for designing layouts:**

Tables

Rectangles

6' x 30" (30)

8' x 30" (10)

6' x 18" (50) schoolies

8' x 18" (20) schoolies

Rounds

6' diameter (40)

8' diameter (40)

Ergonomic

5' x 24" (100)

Serpentine

6' x 24" (10)

Chairs

Banquet

Stackable, padded seats (200)

Linens

Table coverings

Rectangles

8' x 36" (60)

10' x 36" (20)

8' x 24" (100)

10' x 24" (40)

Rounds

8' diameter (80)

10' diameter (80)

Skirting

Rectangles

9' x 36" (20)

11' x 36" (20)

Risers

8' x 4' x 24" (10)

Trash Cans

Small

2' (20)

Large

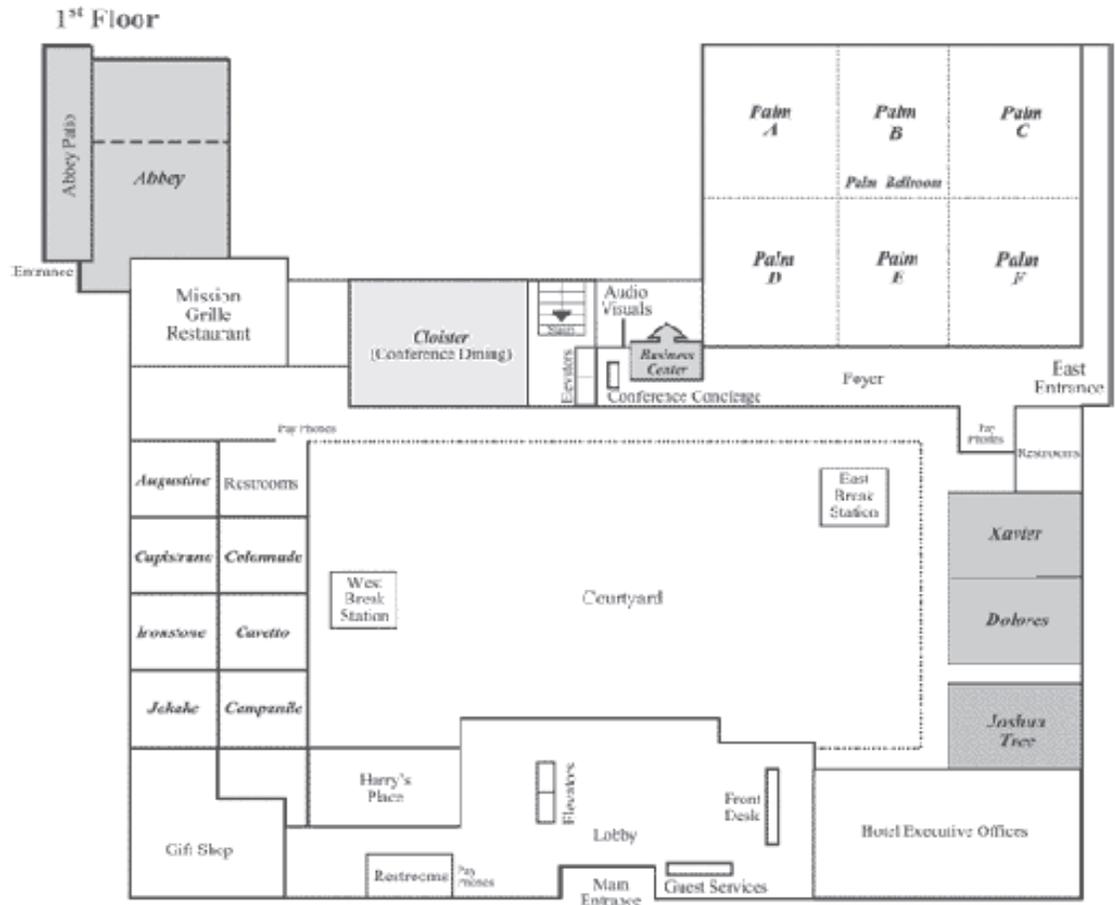
4' (20)

Water Stations

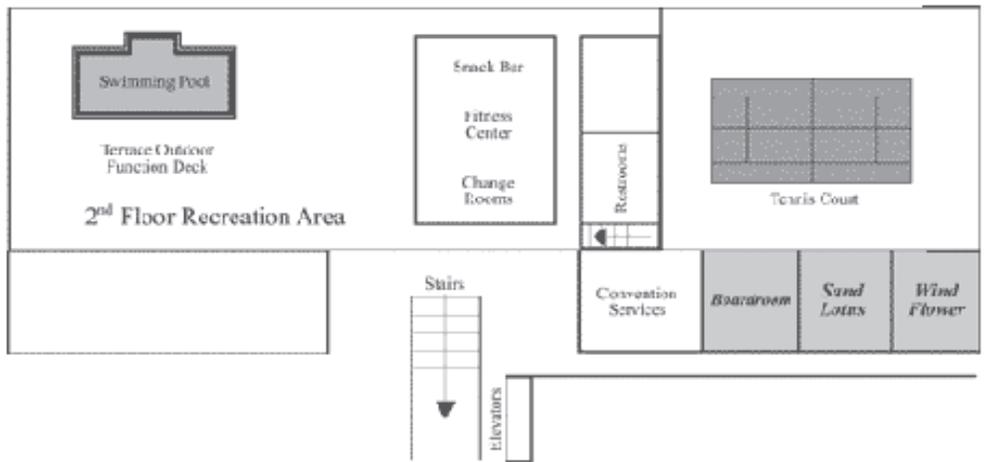
Small (10)

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Sample hotel function space map:



**2nd Floor**

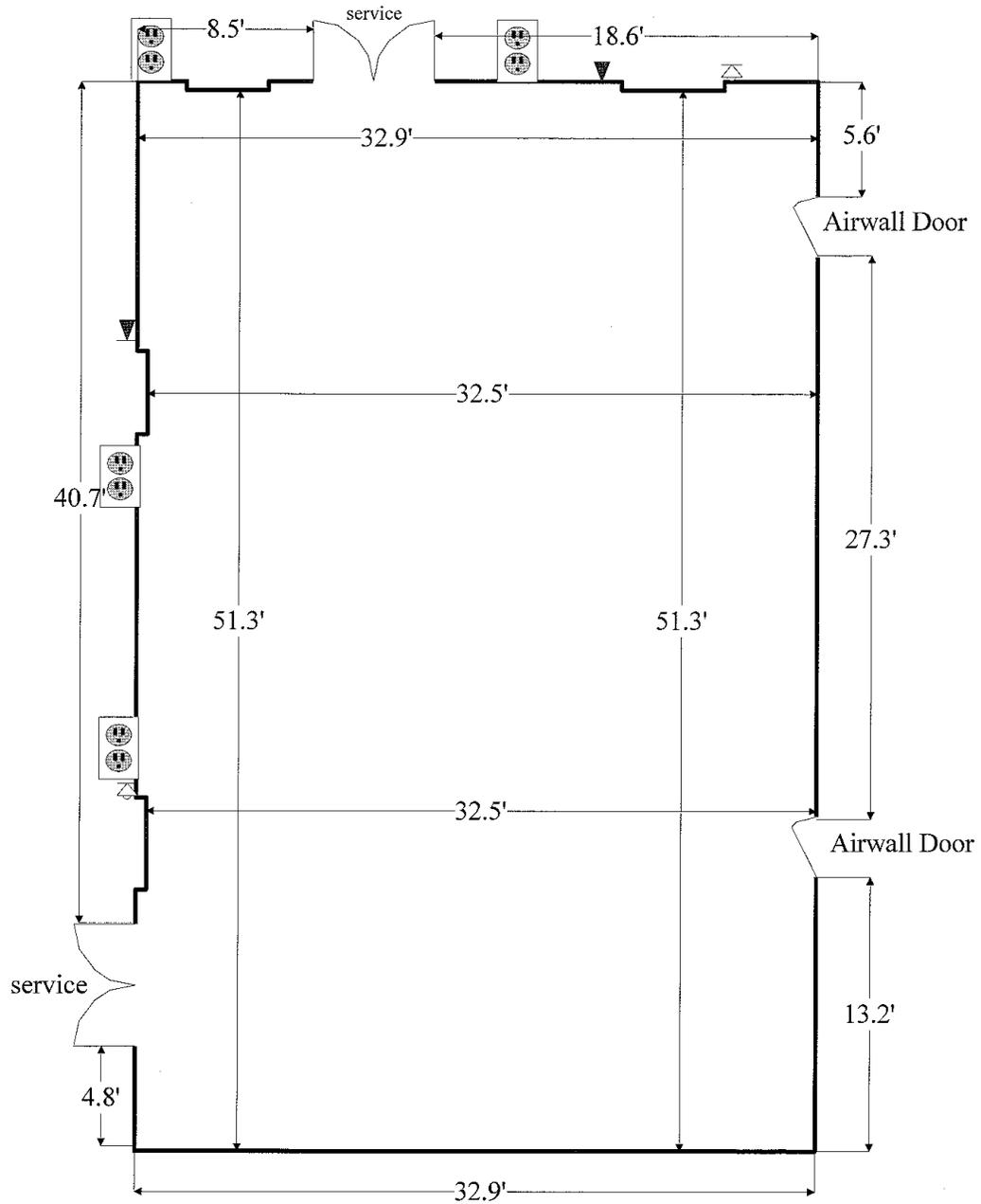


**Hotel Banquet Event Orders (BEOs) Workshop**  
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**Sample hotel function space room dimensions:**

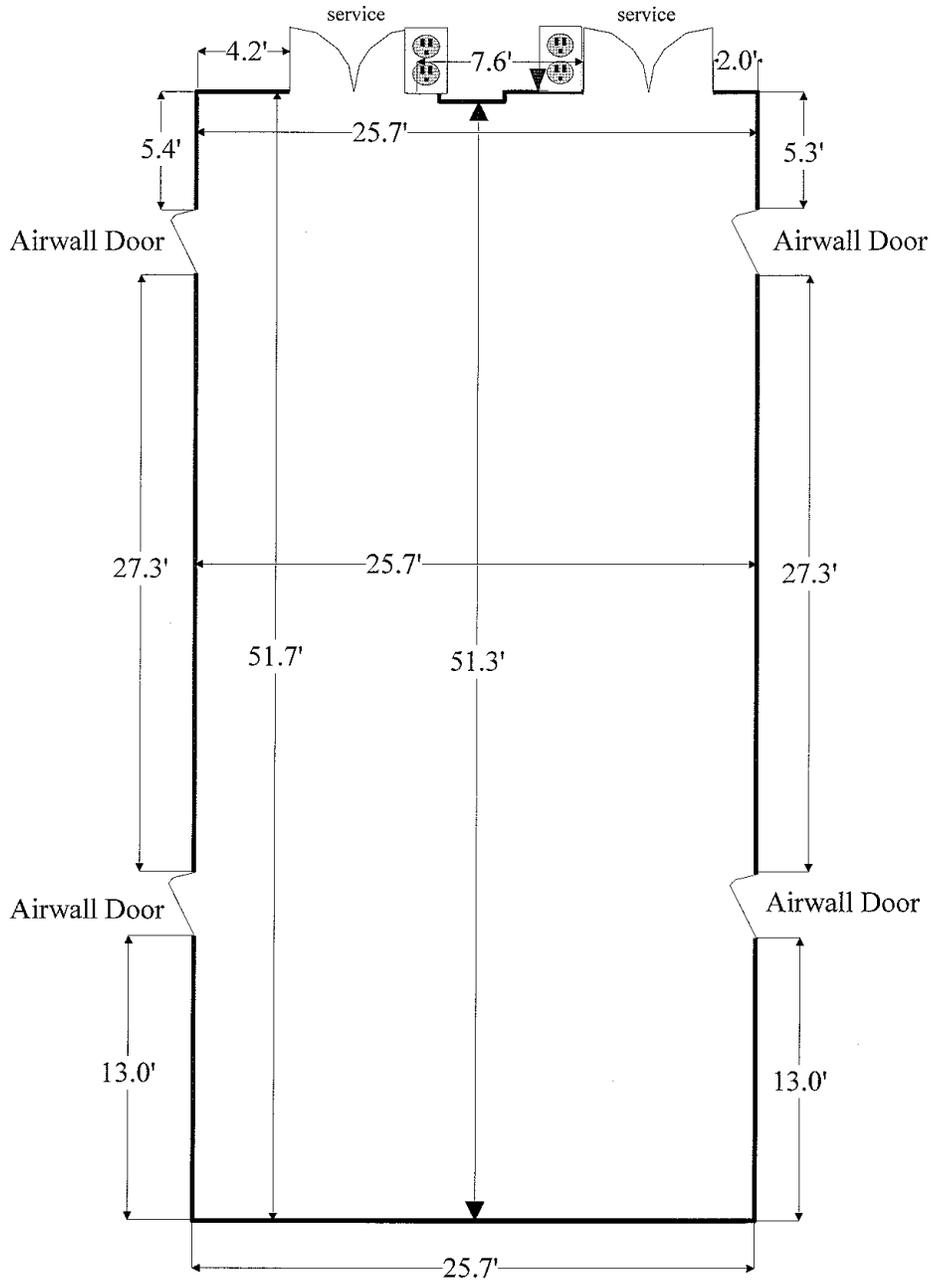


**Palm A**



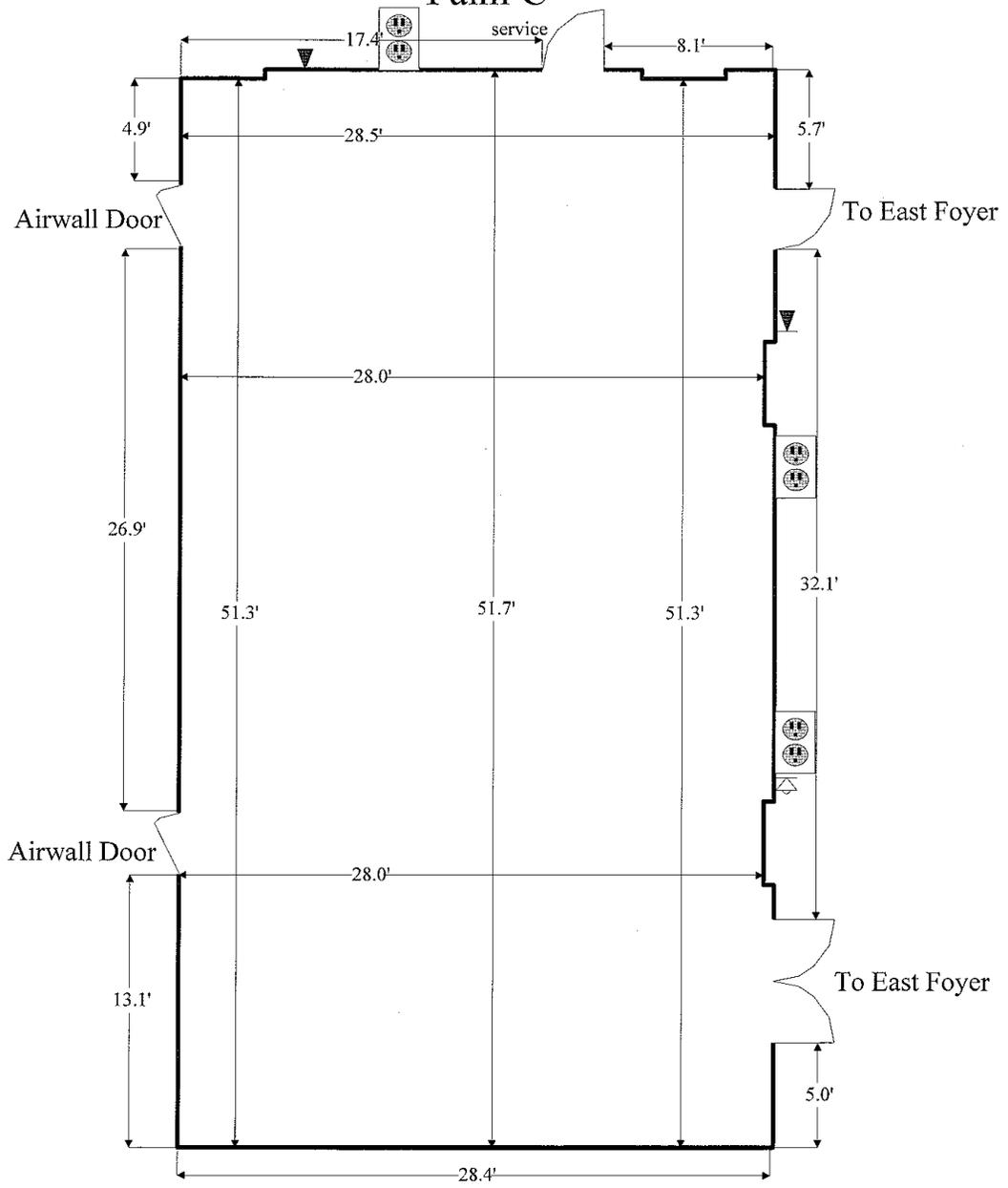


# Palm B



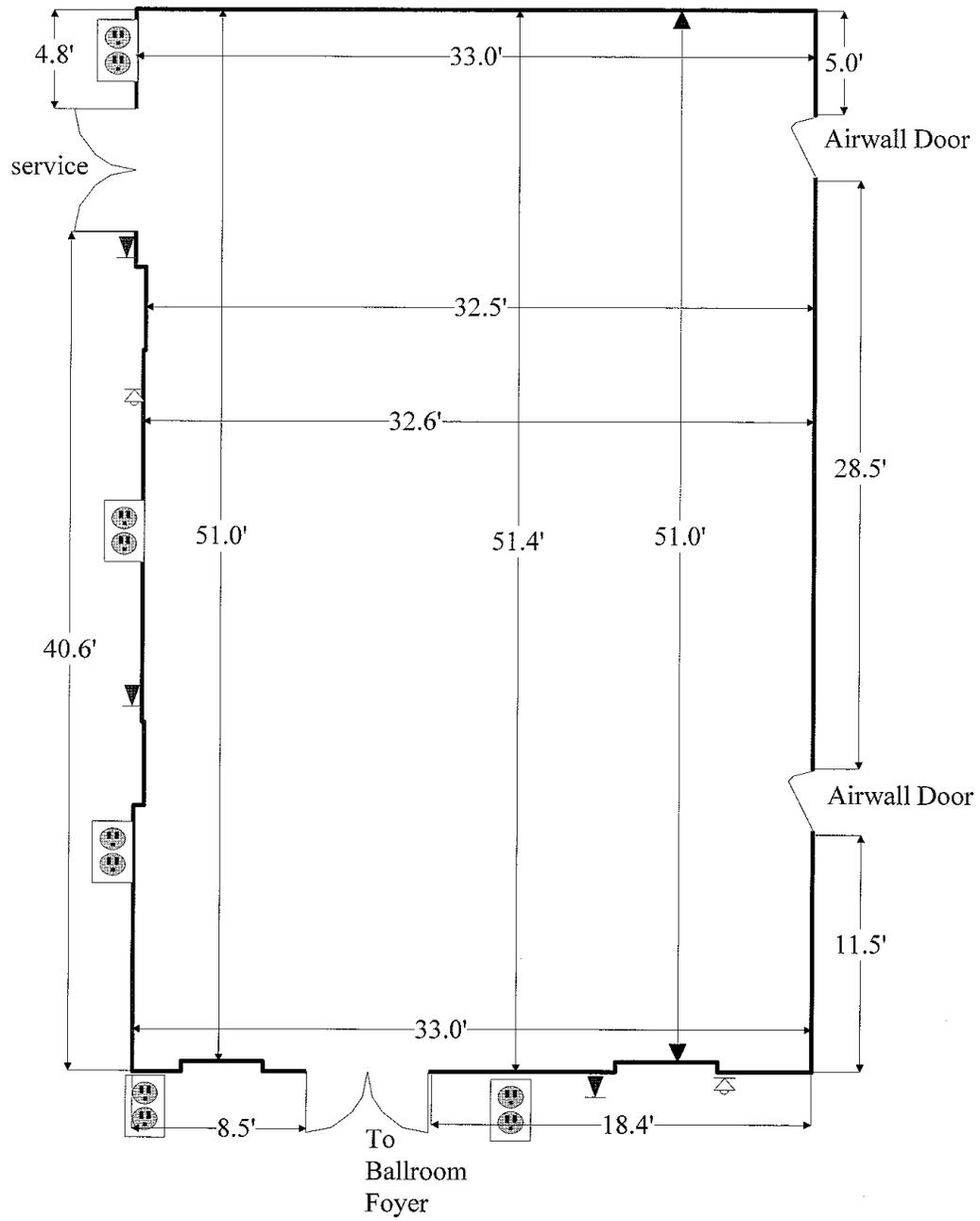


# Palm C



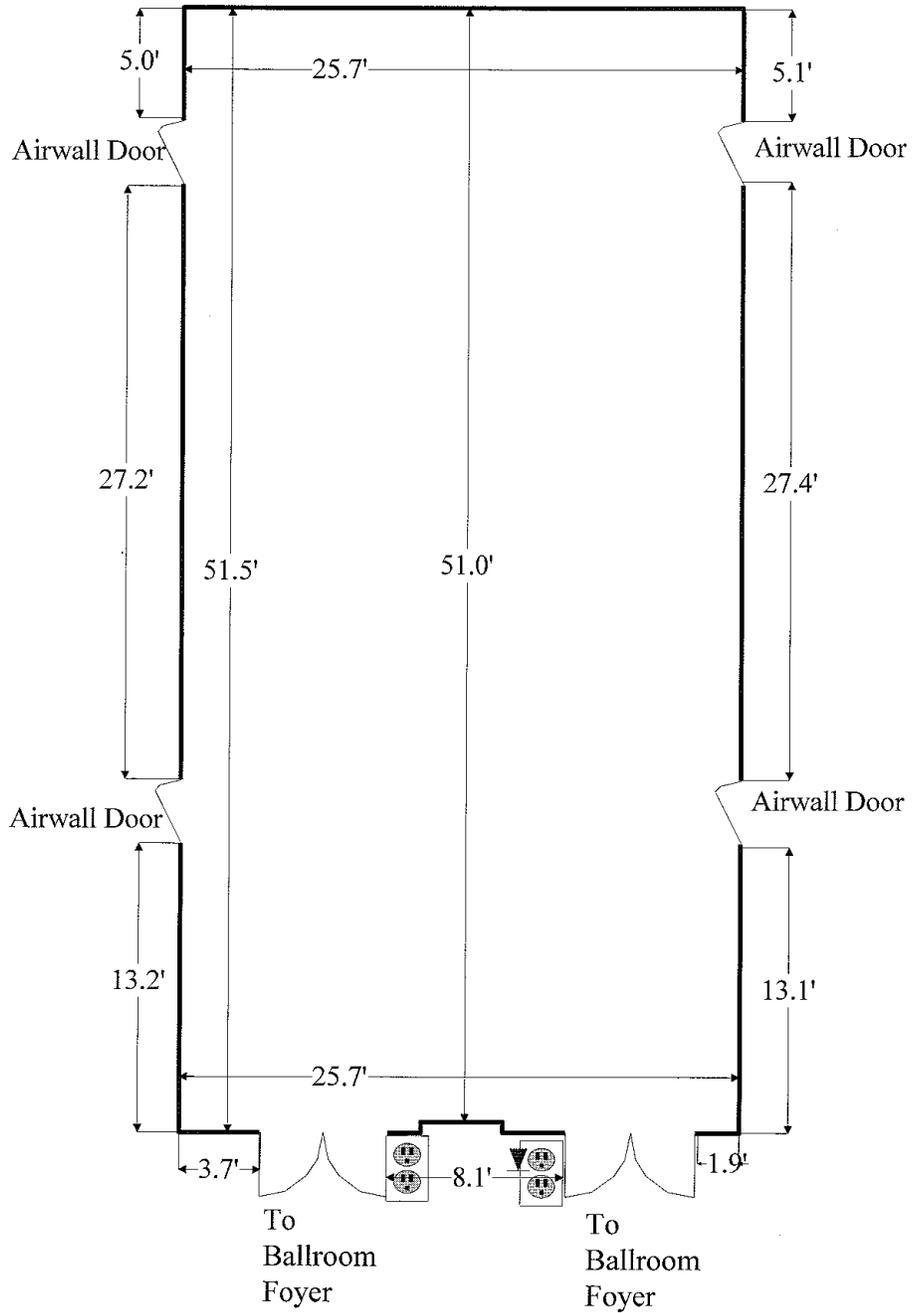


# Palm D



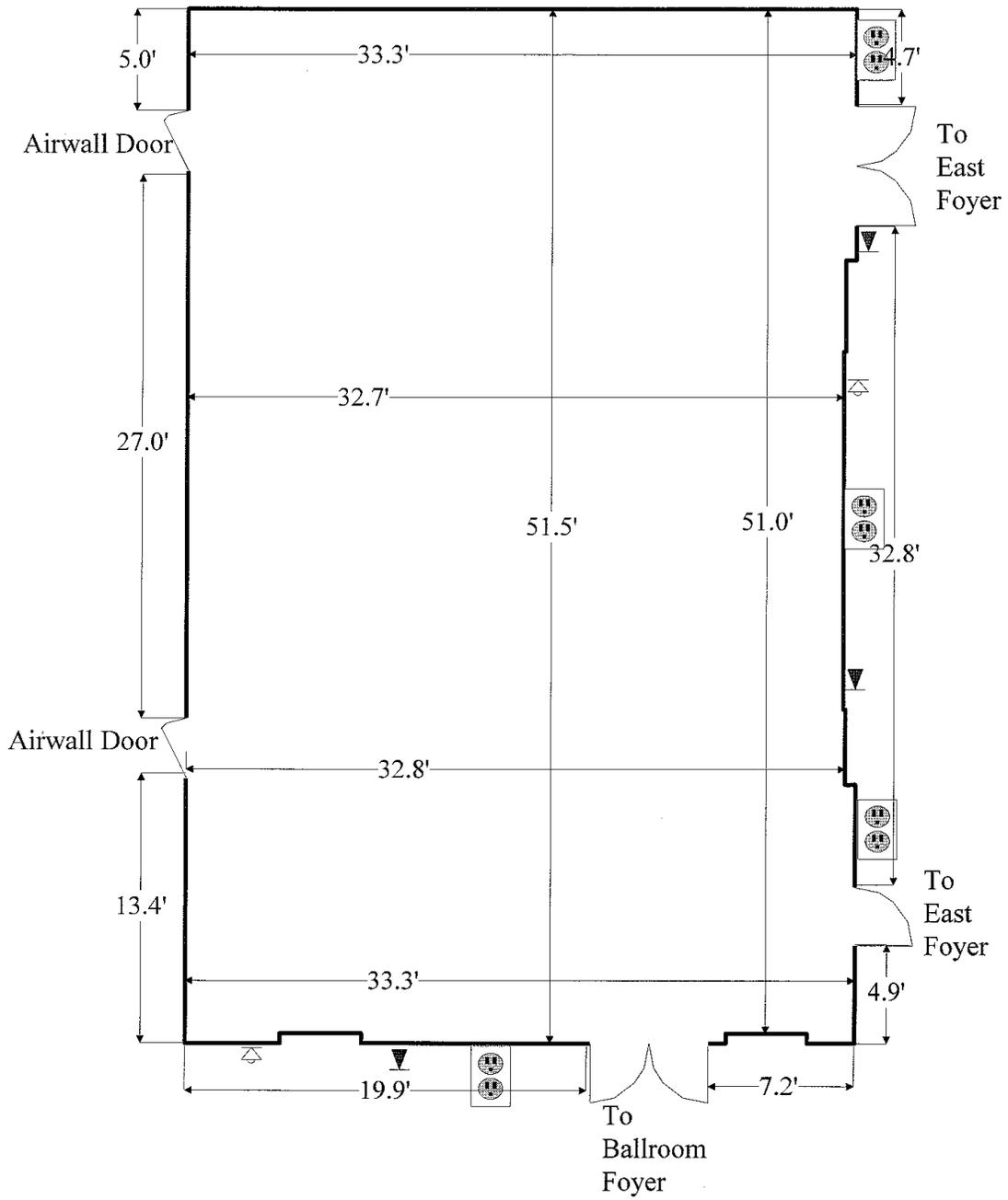


# Palm E





# Palm F



## LepreCon37 room layouts

Refresh water service throughout weekend, every two hours from noon to 1am.  
DO NOT put out any room signs for the panel/events. We will place our own signs.  
Check setup each morning and replace tables and chairs, if necessary. Clean up any paper, name placards or empty boxes left in room.

### **THURSDAY, MAY 5**

#### **Set-Up done by 5pm**

##### **Palm E {room closed at 10pm} ATTACHMENT #1**

Two (2) 6'x30" tables end-to-end at back of room with two (2) chairs behind each table. Microphone on table. Theatre style seating facing tables. Leave an opening on both sides of aisle in first row empty for wheelchairs. Water service and trash receptacle in back of room. See layout diagram.

##### **Palm F {room closed at 10pm} ATTACHMENT #2**

Two (2) 6'x30" tables end-to-end at back of room with two (2) chairs behind each table. Pull screen down, position one (1) schoolie in front of screen for projector use. Leave 4 foot space between the tables and the screen, if possible. Microphone on table. Theatre style seating facing tables. Leave an opening on both sides of aisle in first row empty for wheelchairs. Water service and trash receptacle in back of room. See layout diagram.

##### **Wind Flower {hours as posted on door}**

Four (4) 6' dressed (no skirting) tables in a square in center of room. One (1) 6' dressed (no skirting) table against back wall. Ten (10) chairs around table. Water service and trash receptacle in back of room.

##### **Room 2071 {hours as posted on door}**

Four (4) chairs. Water service and trash receptacle.

### **FRIDAY, MAY 6**

#### **Set-Up done by Noon**

##### **Palm E {room closed at 8pm} ATTACHMENT #1**

Two (2) 6'x30" tables end-to-end at back of room with two (2) chairs behind each table. Microphone on table. Theatre style seating facing tables. Leave an opening on both sides of aisle in first row empty for wheelchairs. Water service and trash receptacle in back of room. See layout diagram.

##### **Palm F {room closed at approx. 1130pm} ATTACHMENT #2**

Two (2) 6'x30" tables end-to-end at back of room with two (2) chairs behind each table. Pull screen down, position one (1) schoolie in front of screen for projector use. Leave 4 foot space between the tables and the screen, if possible. Microphone on table. Theatre style seating facing tables. Leave an

opening on both sides of aisle in first row empty for wheelchairs. Water service and trash receptacle in back of room. See layout diagram.

**Xavier {room closed at 1030pm} ATTACHMENT #3**

Two (2) 6'x30" tables end-to-end at back of room with two (2) chairs behind each table. Microphone on table. Theatre style seating facing tables. Leave an opening on both sides of aisle in first row empty for wheelchairs. Water service and trash receptacle in back of room. See layout diagram.

**Dolores {room closed at 1030pm} ATTACHMENT #4**

Two (2) 6'x30" tables end-to-end at back of room with two (2) chairs behind each table. Microphone on table. Theatre style seating facing tables. Leave an opening on both sides of aisle in first row empty for wheelchairs. Water service and trash receptacle in back of room. See layout diagram.

**Joshua Tree {room closed at 10pm} ATTACHMENT #5**

Two (2) 6'x30" tables end-to-end at back of room with two (2) chairs behind each table. Pull screen down, position one (1) schoolie in front of screen for projector use. Leave 4 foot space between the tables and the screen, if possible. Microphone on table. Theatre style seating facing tables. Leave an opening on both sides of aisle in first row empty for wheelchairs. Water service and trash receptacle in back of room. See layout diagram.

**Colonnade {room open 24 hours} ATTACHMENT #6**

Place two (2) 4'x8' risers, 8'x16', along back wall. Position chairs theatre-style approx 5' from riser. Leave center aisle, back aisle and side aisles. Water service and trash near the door. Check and replace room setup each morning. Water service should be serviced every four hours from 10am to as late as possible in the evening. Room is open 24 hours. See layout diagram.

LepreCon room layouts continued, Friday

**Cavetto {room closed at 830pm} ATTACHMENT #7**

Two (2) 6'x30" tables end-to-end at back of room with two (2) chairs behind each table. Place chairs in two half-circles facing the center of the room. Water service and trash receptacle in back of room. See layout diagram.

**Boardroom {room closed at 8pm} ATTACHMENT #8**

Place ten extra chairs along each long side of the table, facing the table. Water service and trash receptacle in back of room. See layout diagram.

**Sand Lotus {room closed at 10pm} ATTACHMENT #9**

Four (4) 8'x30" tables – UNDRESSED – placed per the attached layout with six (6) chairs per table. 10 extra chairs stacked in corner. Water service and two (2) trash bins by door. See layout diagram.

**Cloister - setup done by 6pm (Meet Pros) ATTACHMENT #10**

Leave airwall open. Cash bar situated near east wall (event is 7p-9p). Eight (8) small dressed cocktail tables with four (4) chairs each scattered around room. Eight (8) tall dressed cocktail tables scattered around room. Water service and trash receptacle in back of room. See layout diagram.

**Cloister – setup start at 9pm, done by 930pm {Geek Rock} {room closed at approx. 11pm}**

Keep Cash Bar open (event is 930p-1030p). Place two (2) 6' dressed tables against the west wall with 2 chairs. Refresh water, tidy up any debris and trash.

## SATURDAY, MAY 7

### Set-Up done by 9AM

#### Eastside courtyard in front of Dolores/Xavier

Place 20 chairs on rack.

Chairs can be picked up at 2pm.

#### Palm E – ATTACHMENT #1

Same as Friday. See layout diagram.

#### Palm F – ATTACHMENT #2

Same as Friday. See layout diagram.

#### Cloister – ATTACHMENT #11

Leave airwall open. Three (3) 6'x30" tables end-to-end at west end of room with two (2) chairs behind each table. Microphone on table. Theatre style seating facing tables. Leave an opening on both sides of aisle in first row empty for wheelchairs. Three (3) dressed 6'x30" tables end-to-end along north wall, No chairs behind these tables. Place Podium and tall stool in southwest corner next to tables. Leave most of Cloister East empty. Water service and trash receptacle in back of room. See layout diagram.

#### Xavier – ATTACHMENT #3

Same as Friday. See layout diagram.

#### Dolores {room closed at 11pm} ATTACHMENT #4

Same as Friday. See layout diagram.

#### Joshua Tree {room closed at 11pm} ATTACHMENT #5

Same as Friday. See layout diagram.

#### Colonnade {room open 24 hours} ATTACHMENT #6

Same as Friday. See layout diagram.

#### Cavetto {room closed at 8pm} ATTACHMENT #12

Two (2) 6' dressed tables end to end with eight (8) chairs along the east wall. One (1) 6' dressed table with six (6) chairs along the south wall. Two (2) 6' dressed tables end to end with eight (8) chairs along west wall. One 6' UNDRESSED table with 3 chairs along the north wall. Ten (10) extra chairs stacked in northwest corner. See layout diagram.

LepreCon room layouts continued, Saturday

#### Boardroom {room closed at midnight} ATTACHMENT #8

Same as Friday. See layout diagram.

#### Sand Lotus {room closed at 9pm} ATTACHMENT #9

Same as Friday. See diagram.

**Cloister – Start setup 130p, done by 2p (Charity Auction)**

Move podium into place in front of 3 tables on west side. Hook up microphone on podium.

**Palm E – Start setup at 330p, done by 4p (Filk Concert) ATTACHMENT #13**

Set-up four (4) risers, 8’x16’, 3 chairs, with steps centered on front side. Theatre-style seating facing the risers, leave an aisle and open space on either side of aisle at front for wheelchairs. Water service and trash receptacle in back of room. See layout diagram.

**Palm E – Start setup at 5p, done by 6p (reg program) ATTACHMENT #1**

Two (2) 6’x30” tables end-to-end at back of room with two (2) chairs behind each table. Microphone on table. Theatre style seating facing tables. Leave an opening on both sides of aisle in first row empty for wheelchairs. Water service and trash receptacle in back of room. See layout diagram.

**Cloister – Start setup 5p, done by 630p (Reception) ATTACHMENT #14**

Leave airwall open. Four (4) dressed six foot (6’) schoolies, in a square, on four (4) risers, 8’x16’, with four (4) chairs behind tables at west end. Place steps at north and south end of risers. Cash bar situated wherever convenient. Eight (8) small dressed cocktail tables with four (4) chairs each scattered around room. Eight (8) tall dressed cocktail tables scattered around room. Water service and trash receptacle in back of room. Water service and trash receptacle in back of room. See layout diagram.

**Palm F - Start setup 7pm, Setup done by 730pm (Body painting) {room closed unknown, maybe by 1am}**

Remove tables. Leave chairs in theatre-style seating with middle aisle. Leave wide-open space in front of chairs. Water service and trash near door.

**Palm E – Start setup at 8p, done by 830 (Regency Dance) {room closed approx. midnight}**

Leave tables in place. Stack all chairs against the wall in a corner.

**Cloister – Start Setup 9pm, Setup done by 930pm (Modern Dance) {room closed unknown, maybe approx. 1am}**

Leave airwall open. Remove Cash Bar. Remove all tables & chairs from Cloister West. Leave four (4) each of the tall cocktail tables and small cocktail tables in Cloister East. Leave large empty space in front of risers for dancing. Water service and trash receptacle in back of room.

**Xavier – Start setup at 9pm, done by 10pm (MIT) {Room closed at approx. midnite} ATTACHMENT #15**

Remove dressed tables. Place four (4) risers, 8’x16’, at back of room with steps at the left (north) end of the risers. Leave a 5’ space between risers and north wall. Leave chairs in theatre seating. Check water service.

## **SUNDAY, MAY 8**

**Set-Up done by 9AM**

**Palm E & F (At The Movies) ATTACHMENT #16**

Open airwall. One (1) 6’ schoolie placed perpendicular to the projection screen, approx 15’ from projection screen. Three (3) 6’x30” dressed tables placed end-to-end across the back wall of Palm E.

NO chairs behind any of the tables. Theatre style seating starting ten feet (10') from the projection screen. Leave one opening on left side of aisle in first row empty for wheelchairs. Leave aisles on both sides of the room and in the center. Water service and trash receptacle near doors. See layout diagram.

**Palm E & F – Start setup at 1230am, done by 1pm (Art Auction) {room closed at 4pm} ATTACHMENT #17**

Leave airwall open. Position four (4) risers (8'x16') on east side of Palm F. Position one (1) 6'x30" dressed table on riser with 2 chairs behind. Position Podium with stool on riser. Four (4) 6'x30" dressed tables end-to-end along back wall of Palm F. Theatre style seating facing risers approx 10' from risers, leaving wide center aisle and side aisles. Also include a cross-aisle about half-way down seats. Water service and trash near doors.

**Xavier {room closed at 5pm} ATTACHMENT #3**

Same as Saturday. See layout diagram.

**Dolores {room closed at 5pm} ATTACHMENT #4**

Same as Saturday. See layout diagram.

**Joshua Tree {room closed at 5pm} ATTACHMENT #5**

Same as Saturday. See layout diagram.

**Colonnade {room open 24 hours} ATTACHMENT #6**

Same as Saturday. See layout diagram.

**Cavetto {room closed at 3pm} ATTACHMENT #12**

Same as Saturday. See layout diagram.

**Boardroom {room closed at 3pm} ATTACHMENT #8**

Same as Saturday. See layout diagram.

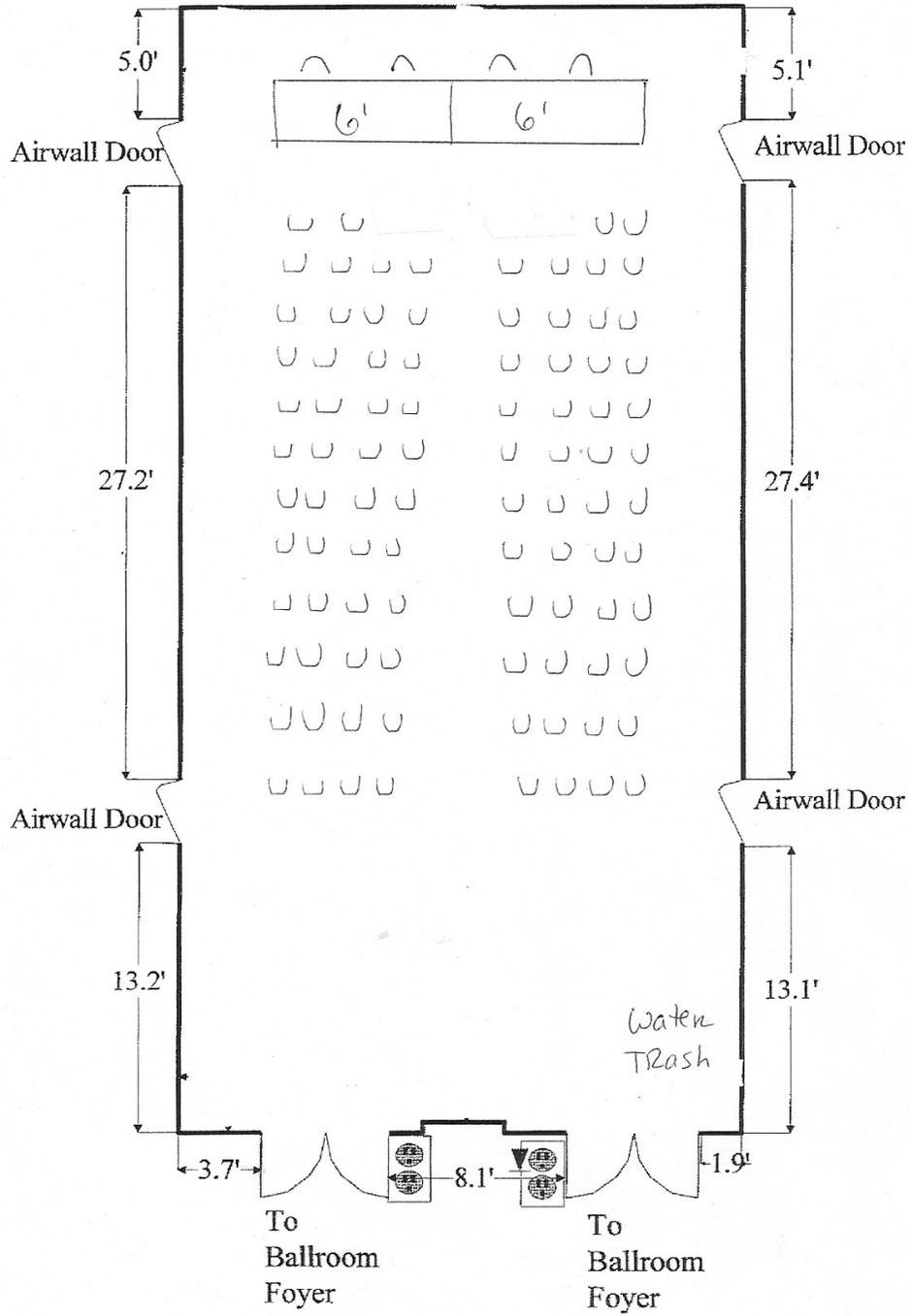
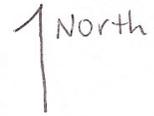
**Sand Lotus {room closed at 3pm} ATTACHMENT #9**

Same as Saturday. See layout diagram.



# Attachment 1

## Palm E

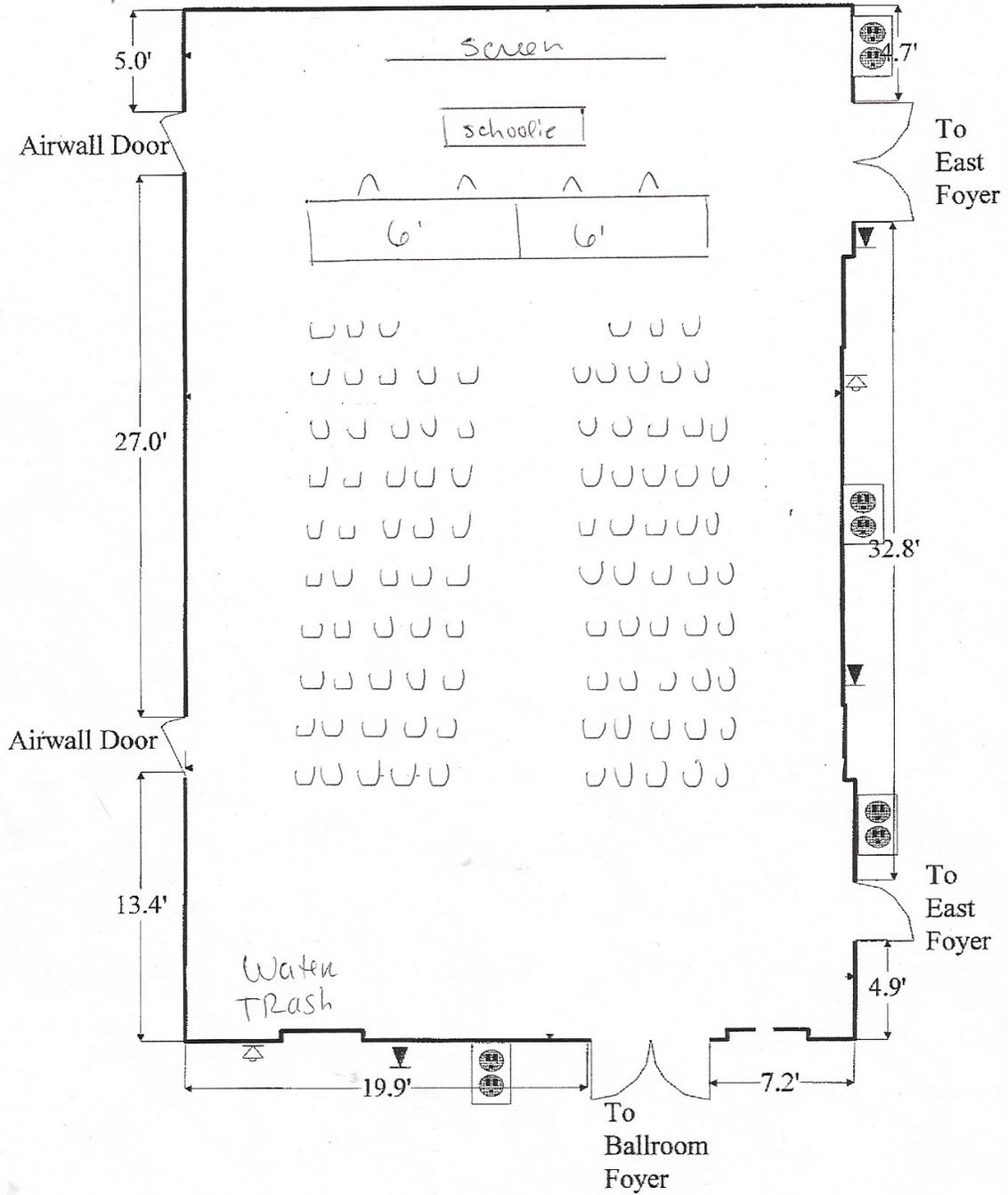




# Attachment 2

North ↑

## Palm F

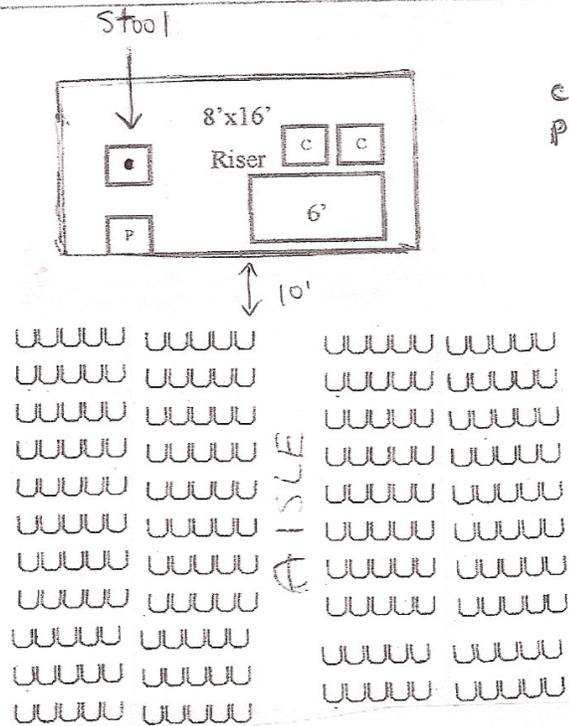


Attachment # 17

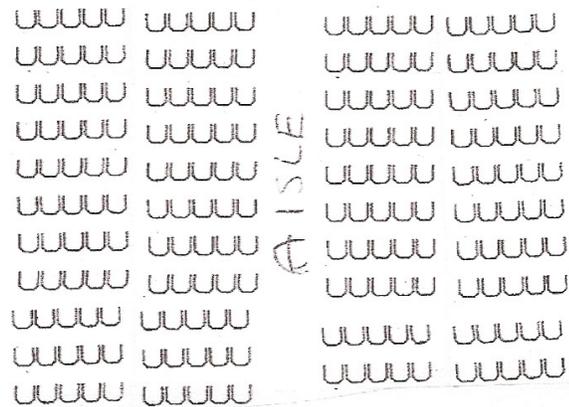
North

PALM F

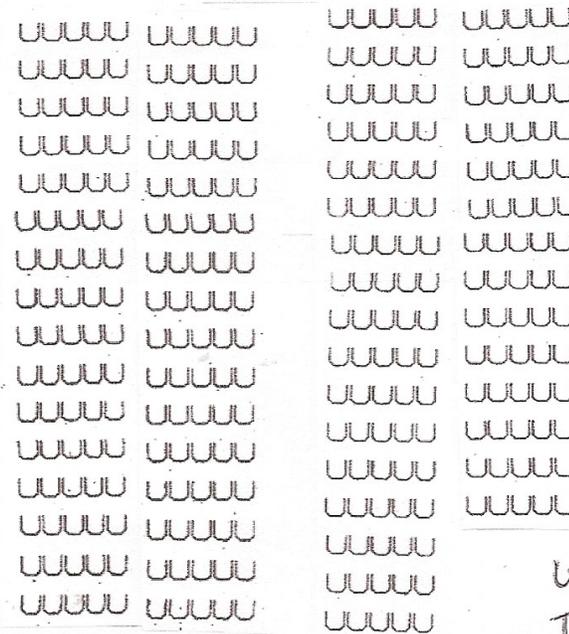
PALM E



c = chair  
p = podium



AISLE

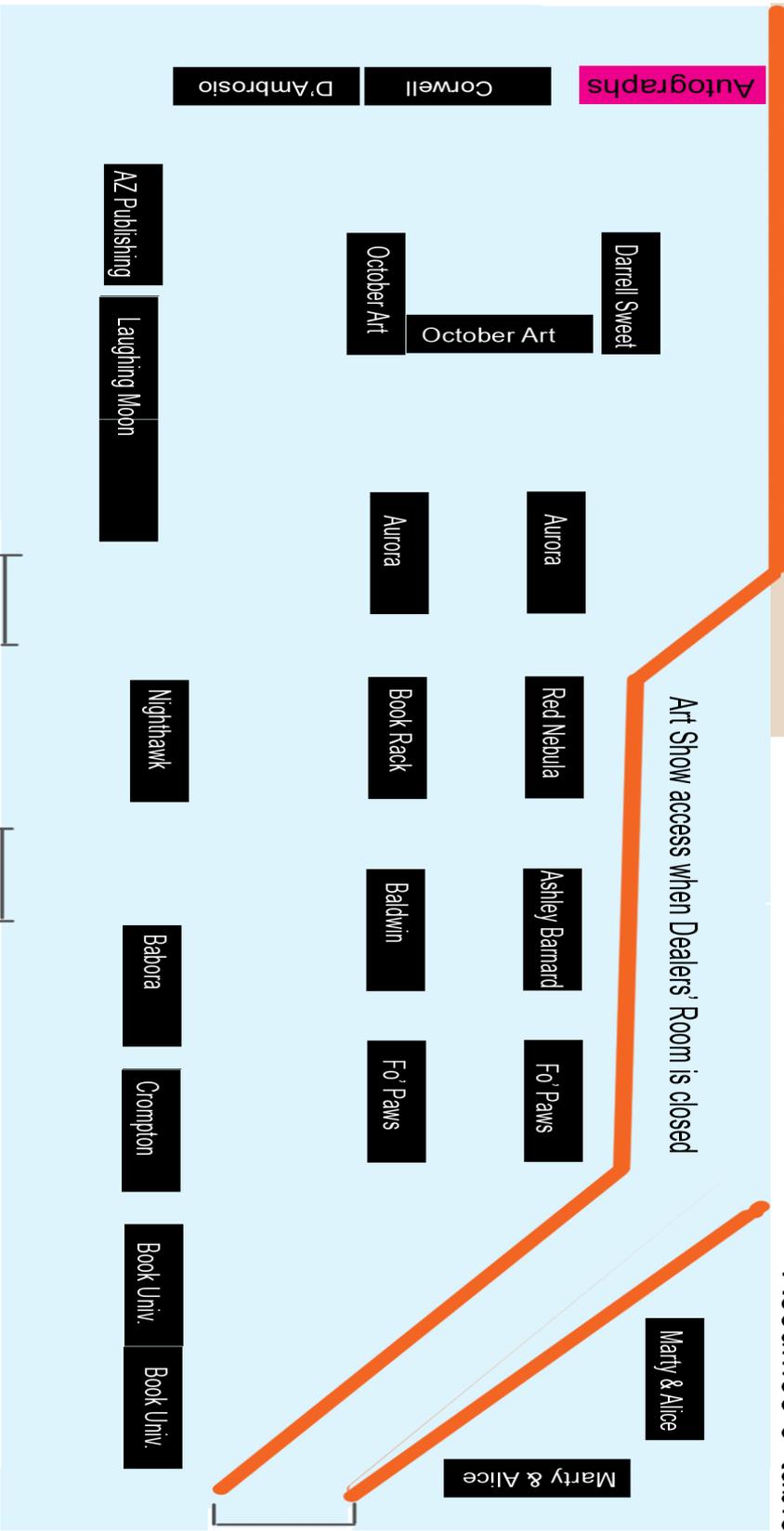


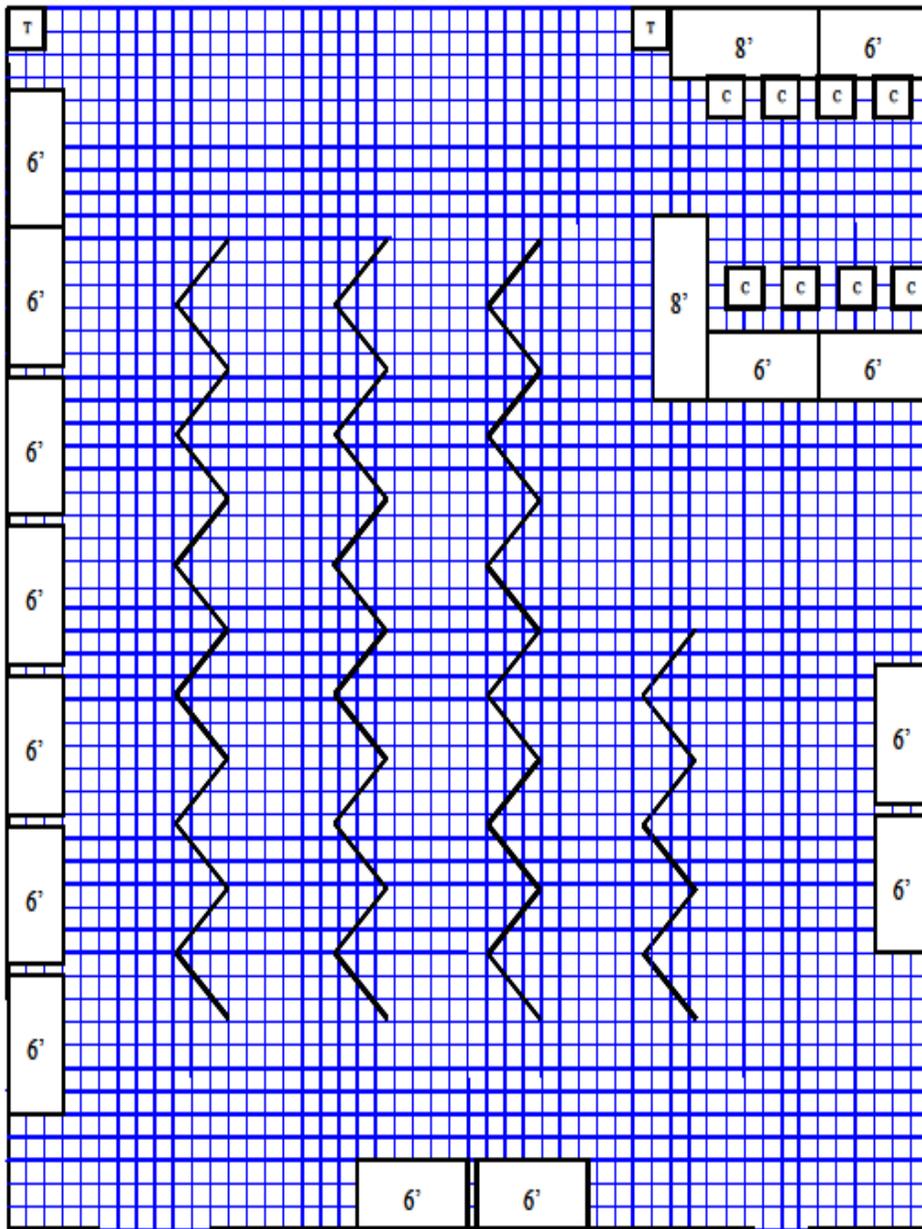
Water Service  
Trash

# Art Show

Dealers' Room tentative  
**SUBJECT TO CHANGE**  
Access is from door on lower right

Assumes 8' tables





T Trash

c Chair

**Tempe Mission Palms Hotel**  
Banquet Event Order

Page: 1 of 1  
Created: 4/27/2011

<b>Group:</b> LepreCon <b>Post As:</b> LepreCon <b>Contact:</b> Mr. Mike Willmoth <b>Address:</b> P.O. Box 8068 Scottsdale, AZ 85252		<b>Event Date:</b> Thursday, May 5, 2011 <b>BEO #:</b> 77,715 <b>On-Site:</b> Mr. Mike Willmoth <b>Service Mgr:</b> Bobbye McCorkle	
<b>Phone:</b> 480-945-6890 <b>Fax:</b> 480-941-3438		Dept Code: BQTS Payment: Direct Bill	Booked Date: 10/7/2010 Booked By: Sandra Silva

Time	Function	Room	Set-up	EXP	GTD	SET	Room Rental
5:00 pm - 10:00 pm	Meeting	Palm E	Theatre			80	

<p align="center"><b><u>ROOM SETUP</u></b></p> <p>5:00 pm to 10:00 pm      Meeting      Palm E</p> <hr/> <p>Meeting - See Diagram # 1          Theatre style seating          (2) 6' 30" Skirted Tables with (4) Chairs at front of room          Please leave an opening on both sides of aisle in first row empty for wheelchairs.          Water Station          Large Trash Container</p> <p>BANQUET STAFF: DO NOT put out any room signs for the events. Group will place own signs.          Please refresh water service every two hours from noon to 12:00 PM          Please check rooms each morning and replace tables and chairs as necessary.          Remove all trash from room</p> <p align="center"><b><u>AUDIO VISUAL</u></b></p> <p align="center"><b><u>BILLING INSTRUCTIONS</u></b></p>	<p align="center"><b><u>MENU</u></b></p> <p align="center"><b><u>BEVERAGE</u></b></p> <p align="center"><b><u>SPECIAL INSTRUCTIONS</u></b></p>
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*Unless otherwise indicated, 9.30% sales tax and 22% taxable service charges will be added to all food, beverage, and audio visual charges. Guaranteed attendance numbers are due 3 business days prior to the function. If a guarantee number isn't received, the expected number will be used as the guarantee number. Any changes to the room setup on the day of the event will incur a charge of \$2.00 per person.*

Client Signature: \_\_\_\_\_ Date: 3/2

THE CLIENT AGREES TO THE ABOVE AS WELL AS THE POLICY SHOWN ON THE TERMS AND CONDITIONS PAGE.

**Tempe Mission Palms Hotel**  
Banquet Event Order

Page: 1 of 1  
Created: 4/27/2011

<b>Group:</b> LepreCon		<b>Event Date:</b> Thursday, May 5, 2011					
<b>Post As:</b> LepreCon		<b>BEO #:</b> 77,796					
<b>Contact:</b> Mr. Mike Willmoth		<b>On-Site:</b> Mr. Mike Willmoth					
<b>Address:</b> P.O. Box 8068 Scottsdale, AZ 85252		<b>Service Mgr:</b> Bobbye McCorkle					
<b>Phone:</b> 480-945-6890		<b>Dept Code:</b> BQTS	<b>Booked Date:</b> 10/7/2010				
<b>Fax:</b> 480-941-3438		<b>Payment:</b> Direct Bill	<b>Booked By:</b> Sandra Silva				
<b>Time</b>	<b>Function</b>	<b>Room</b>	<b>Set-up</b>	<b>EXP</b>	<b>GTD</b>	<b>SET</b>	<b>Room Rental</b>
5:00 pm - 10:00 pm	Meeting	Palm F	Theatre	100			

<p align="center"><b><u>ROOM SETUP</u></b></p> <p>5:00 pm to 10:00 pm Meeting Palm F</p> <hr/> <p>Meeting - See Diagram # 2                  (2) 6' x 30" Skirted Tables with (4) Chairs                  (1) 6' x 18" Skirted AV Table                  Theatre style seating (Leave 4' of space between the Tables and the screen. Wired Microphone on the Table                  Leave an opening on both sides of aisle in first row empty for wheelchairs.                  Water Station                  Large Trash Container</p> <p align="center"><b><u>AUDIO VISUAL</u></b></p> <p>1 Podium Microphone (per contract)                  1 In-House Screen (per contract)</p> <p align="center"><b><u>BILLING INSTRUCTIONS</u></b></p>	<p align="center"><b><u>MENU</u></b></p> <p align="center"><b><u>BEVERAGE</u></b></p> <p align="center"><b><u>SPECIAL INSTRUCTIONS</u></b></p>
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Client Signature: \_\_\_\_\_ Date: 31

THE CLIENT AGREES TO THE ABOVE AS WELL AS THE POLICY SHOWN ON THE TERMS AND CONDITIONS PAGE.

**Tempe Mission Palms Hotel**  
Banquet Event Order

Page: 1 of 1  
Created: 4/27/2011

<b>Group:</b> LepreCon		<b>Event Date:</b> Thursday, May 5, 2011					
<b>Post As:</b> LepreCon		<b>BEO #:</b> 77,776					
<b>Contact:</b> Mr. Mike Willmoth		<b>On-Site:</b> Mr. Mike Willmoth					
<b>Address:</b> P.O. Box 8068 Scottsdale, AZ 85252		<b>Service Mgr:</b> Bobbye McCorkle					
<b>Phone:</b> 480-945-8890		<b>Dept Code:</b> BQTS					
<b>Fax:</b> 480-941-3438		<b>Payment:</b> Direct Bill					
		<b>Booked Date:</b> 10/7/2010					
		<b>Booked By:</b> Sandra Silva					
<b>Time</b>	<b>Function</b>	<b>Room</b>	<b>Set-up</b>	<b>EXP</b>	<b>GTD</b>	<b>SET</b>	<b>Room Rental</b>
1:00 pm - 11:00 pm	Setup	Palm AD	See Diagram				50

**ROOM SETUP**

1:00 pm to 11:00 pm      Setup      Palm AD

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SETUP DAY

BANQUET STAFF: Please leave Airwall open between Plam AD and Palm BC  
Dealer's Room

SEE DIAGRAM

(25) 8' X 30" Skirted Tables with (2) Chairs each  
(2) 6' x 30" Skirted Tables with (2) chairs each for Autographs  
Water Station with Plastic Glasses  
(2) Large Trash Container  
(1) Easel for signage

BANQUET STAFF: DO NOT put out any room signs for the events. Group will place own signs.  
Please refresh water service every two hours from noon to 12:00 PM  
Please check rooms each morning and relplace tables and chairs as necessary.  
Remove all trash from room

**AUDIO VISUAL**

No Audio Visual ordered

**BILLING INSTRUCTIONS**

**MENU**

**BEVERAGE**

**SPECIAL INSTRUCTIONS**

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Client Signature: \_\_\_\_\_ Date: 28

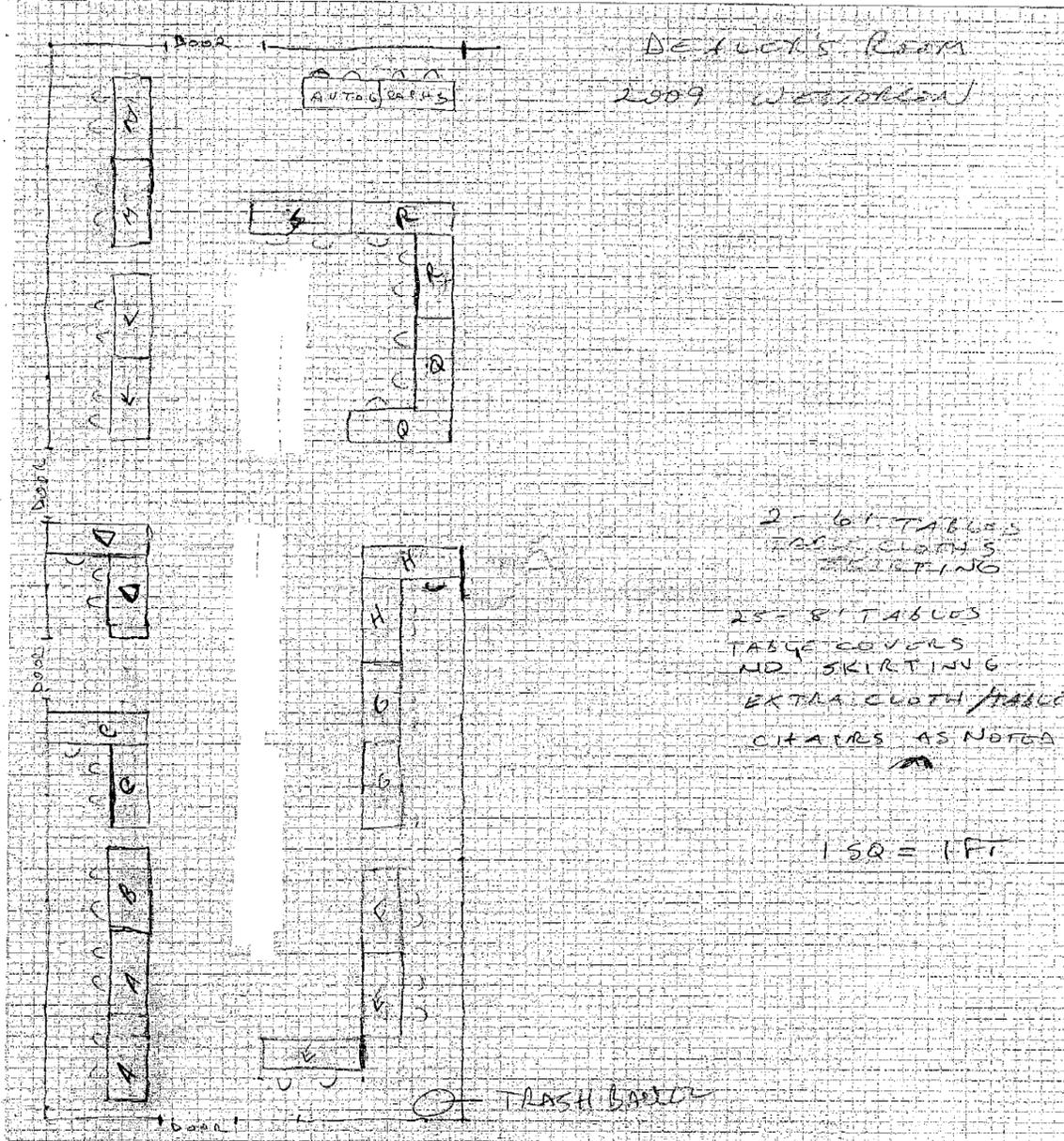
THE CLIENT AGREES TO THE ABOVE AS WELL AS THE POLICY SHOWN ON THE TERMS AND CONDITIONS PAGE.

60 East Fifth Street Tempe, AZ 85281 Fax: 480-921-9732

900M 114

# DETECTIVE ROOM

2009 WOODBRIDGE



2 - 6' TABLES  
 TABLE CLOTHS  
 SKIRTING

28 - 8' TABLES  
 TABLE CLOTHS  
 NO SKIRTING  
 EXTRA CLOTH / TABLE  
 CHAIRS AS NOTED

1 SQ = 1 FT

○ TRASH CAN

**Tempe Mission Palms Hotel**  
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Created: 4/27/2011

<b>Group:</b> LepreCon <b>Post As:</b> LepreCon <b>Contact:</b> Mr. Mike Willmoth <b>Address:</b> P.O. Box 8068 Scottsdale, AZ 85252		<b>Event Date:</b> Thursday, May 5, 2011 <b>BEO #:</b> 77,779 <b>On-Site:</b> Mr. Mike Willmoth <b>Service Mgr:</b> Bobbye McCorkle					
<b>Phone:</b> 480-945-6890 <b>Fax:</b> 480-941-3438		Dept Code: BQTS Payment: Direct Bill	Booked Date: 10/7/2010 Booked By: Sandra Silva				
Time	Function	Room	Set-up	EXP	GTD	SET	Room Rental
1:00 pm - 10:45 pm	Setup	Palm BC	See Diagram	50			

<u>ROOM SETUP</u>	<u>MENU</u>
1:00 pm to 10:45 pm      Setup      Palm BC Art Show Setup (SEE DIAGRAM)	<b>BEVERAGE</b> <b>SPECIAL INSTRUCTIONS</b>
(11) 6' X 30" Skirted Tables (1) 8' x 30" and (1) 6' x 30" with (4) Chairs on Northwest wall (1) 8' x 30" and (2) 6' x 30" Skirted Tables L- Shape with (4) (1) 6' x 18" Skirted Table with (1) Chair outside East entrance door Water Station with Plastic Glasses Large Trash Container (1) Easel for signage 1 Direct Inward Dialing Line with assigned telephone number for out-going and incoming access. Long distance charges billed separately. (NO CHARGE PER SALES CONTRACT)	
BANQUET STAFF: DO NOT put out any room signs for the events. Group will place own signs. Please refresh water service every two hours from noon to 12:00 PM Please check rooms each morning and replace tables and chairs as necessary. Remove all trash from room	
<b><u>AUDIO VISUAL</u></b>  No AV ordered	
<b><u>BILLING INSTRUCTIONS</u></b>	

*Unless otherwise indicated, 9.30% sales tax and 22% taxable service charges will be added to all food, beverage, and audio visual charges. Guaranteed attendance numbers are due 3 business days prior to the function. If a guarantee number isn't received, the expected number will be used as the guarantee number. Any changes to the room setup on the day of the event will incur a charge of \$2.00 per person.*

Client Signature: \_\_\_\_\_ Date: 27

THE CLIENT AGREES TO THE ABOVE AS WELL AS THE POLICY SHOWN ON THE TERMS AND CONDITIONS PAGE.

# Palm BC

