

Banquet Event Order

Universal Hotel and Catering

535 HARRISON AVE.
PANAMA CITY, FL 32401
850-747-0581

Group / Event Information

Contract Number: 0000001355
Group: SMITH JONES WEDDING
Event: SMITH JONES WEDDING
Arrival Date: November 15, 2014

Guarantee: CHECK
Deposit Received: 3,000.00
Master Folio No. 0000001100

Booking Contact: MARY SMITH
Phone Number: 555-444-3333
Email Address: mary@smithjoneswedding.com
Address
1234 SMITH ROAD
DUNNELLON, FL34432

On-Site Contact MARY SMITH
Phone Number: 555-444-3333
Email Address: mary@smithjoneswedding.com

Meeting Spaces and Venues Booked

Date	Time	Venue	Function	Setting	Exp.	Guar.
11/15	4:00 pm	JACKSON ROOM	Rehersal Dinner	Dinner Service, rounds	20	20
11/16	2:00 pm	WEST BALLROOM	Reception	Wedding reception	90	90
11/16	9:00 am	LIBRARY	Bridal Room	Bridal Room	0	0
11/16	1:00 am	GAZEBO	Wedding	Wedding, seating	100	100

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Meeting Spaces / Venues - Details	
11/15 6:00 pm:	RENTAL-JACKSON ROOM Rehearsal Dinner <div style="text-align: right;">qty 1 price 300.00</div>
11/15 6:00 pm:	FLORAL - MEDIUM <div style="text-align: right;">qty 4 price 100.00</div>
11/15 6:00 pm:	FLORAL - LARGE <div style="text-align: right;">qty 3 price 150.00</div>
11/16 1:00 am:	RENTAL-LIBRARY Bridal Room <div style="text-align: right;">qty 1 price 250.00</div>
11/16 1:00 pm:	RENTAL-GAZEBO Wedding <div style="text-align: right;">qty 1 price 200.00</div>
11/16 4:00 pm:	RENTAL-WEST BALLROOM Reception <div style="text-align: right;">qty 1 price 800.00</div>
Total Venue Rental	1,804.50 plus tax and service charge

Setup - Room / Venue	
11/15 6:00 pm:	TABLE - ROUND - 8 TOP Rehearsal Dinner <div style="text-align: right;">qty 4 price 120.00</div>
11/15 6:00 pm:	CHAIR - METAL - WHITE Rehearsal Dinner <div style="text-align: right;">qty 24 price 120.00</div>
11/16 1:00 pm:	CHAIR - CAPTAIN - RED Wedding <div style="text-align: right;">qty 100 price 800.00</div>
Total Setup	1,040.00 plus tax and service charge

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Food and Beverage	
11/15 6:00 pm:	RIBEYE STEAK DINNER Steak cooked to order Baked potato House salad Hot homemade dinner rolls Dessert Beverage Rehearsal Dinner <div style="text-align: right;">qty 13 price 376.35</div>
11/15 6:00 pm:	BAKED CHICKEN DINNER Baked chicken in garlic sesame sauce Potato & parship mash Seasonal vegetables Fresh homemade dinner rolls Dessert Beverage Rehearsal Dinner <div style="text-align: right;">qty 7 price 104.65</div>
11/15 6:00 pm:	Hot Chocolate Lava Cake w/ homemade ice cream <div style="text-align: right;">qty 8</div>
11/15 6:00 pm:	Homemade apple pie with ice cream <div style="text-align: right;">qty 5</div>
11/15 6:00 pm:	Chess pie <div style="text-align: right;">qty 7</div>
11/16 4:00 pm:	SEAFOOD BUFFET Assorted fried fish; assorted broiled fish Fried and broiled shrimp, clams, and scallops Boiled shrimp and crab Crab cakes Assorted vegetables Salad bar Dessert bar Beverages Reception <div style="text-align: right;">qty 90 price 2,515.50</div>
Total F & B	2,996.50 plus tax and service charge

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Media / Audio Visual	
11/15 6:00 pm:	SOUND SYSTEM # A-11202-B3 RENTAL qty 1 price 250.00
Total Media / A-V	250.00 plus tax and service charge

EVENT TOTALS (EXCLUDING LODGING)	
Total Venue Rental	1,804.50 plus tax and service charge
Total Venue Setup	1,040.00 plus tax and service charge
Total F & B	2,996.50 plus tax and service charge
Total Media / A-V	250.00 plus tax and service charge
Event total excluding lodging	6,091.00 plus tax and service charge

Notes
<p>FOOD & BEVERAGE: One guest (Sarah Blue) is allergic to peanuts. Rehearsal Dinner is sit-down service for 20 guests. Wedding Reception is buffet for 100 guests.</p>
<p>HOUSEKEEPING/MAINTENANCE:: Library available all day on 11/17 for bridal room. Please clean hourly as needed.</p>
<p>UNKNOWN:</p>
<p>AUDIO-VISUAL & MEDIA: Party may require additional microphones during reception. See Mary Smith. Doublecheck with Mr. James Jones prior to rehearsal dinner.</p>
<p>SALES: Guests expected to arrive individually on 11/15. See event timeline See full event order.</p>

Customer Signature & Date	Director of Catering Signature & Date
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