

Sample Prom

Saturday, April 11, 2020

BANQUET EVENT ORDER

ACCOUNT: Phil Perry
CONTACT: Phil Perry
ADDRESS: 7701 WestParadise Lane
 Peoria
EMAIL: phil@azbroadway.org
PHONE: 6237389513

EVENT PLANNER: Phil Perry
EMAIL: phil@azbroadway.org
PHONE: 623-738-9513

EVENT SUMMARY

Name	Date	Time	Areas	Event Type	Guests	Gtd
Sample Prom	4/11/2020	7:00 pm – 11:00 pm	Encore Room	Reception	100	100

ITINERARY

TIME DETAILS

06:00pm Client arrives for set up
 07:00pm Encore room opens, DJ begins play list
 07:30pm Food & Beverage Service
 08:30pm Ceremonies & Speeches
 9:00pm Party games
 11:00pm Conclusion

ROOM RENTAL

Qty.		Price	Total
4	Weekend room rental charged at \$399 per hour plus one our of complimentary set up	\$399.00	\$1,596.00

FOOD

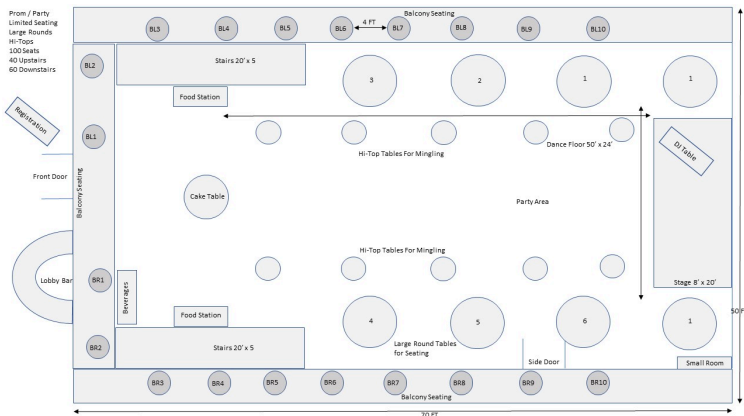
Qty.		Price	Total
100	Dessert Station - 3 Choices Lemon & Cream Shortcake, Tres Leche Cake, Strawberry Shortcake, German Chocolate Cake, Black Forest Cake, Carrot Cake, Dulce Chimichanga Cheesecake, Tiramisu	\$12.00	\$1,200.00

SOFT BEVERAGES

Qty.		Price	Total
100	SOFT BEVERAGE STATION Lemonade, iced tea and water	\$4.00	\$400.00

SETUP

Room Setup Style: High Tops



INCLUDED EQUIPMENT

Qty.		Price	Total
1	Stage 8 x 20 feet stage with skirting		
4	Uplights in columns either side of the stage		
1	Dance floor		
3	6 Foot tables with fitted black linens for registration, displays and gifts		
10	Hi-Top tables with fitted black linens and 52 x 52 toppers for mingling and resting drinks on		
10	House centerpieces consisting of a glass bowl, colored stones and faux flower		
1	Client Decorations - nothing taped to the walls, balloons well anchored, no messy sprinkles, full clean up required		
2	Servers on hand to monitor the room, assist the client with questions plus facilitate service of food and beverage		
8	Round tables 72 Inches wide for sitting and eating		

UPGRADES CHARGED ADDITIONALLY

Qty.		Price	Total
1	8K Projector with 20 x 16 Foot Screen	\$500.00	\$500.00

PROFESSIONAL SERVICES

Qty.		Price	Total
1	DJ- available to MC the event, guide events to a timeline and play the client's music choices. Playlist to be prearranged with client. 4 Hour rental	\$700.00	\$700.00
1	Photo Booth - includes set up, attendant and prints	\$700.00	\$700.00

BILLING

	Total
Room Rental	\$1,596.00
Upgrades Charged Additionally	\$500.00
Food	\$1,200.00

Professional Services		\$1,400.00
Beverage		\$400.00
Subtotal		\$5,096.00
Sales Tax	9.1%	\$220.22
Gratuity	20.0%	\$320.00
Rental Sales Tax	2.3%	\$36.71
Grand Total		\$5,672.93
Deposit		-\$1,418.23
2nd Deposit		-\$1,418.23
Estimated Amount Due		\$2,836.47

Client Signature

No signature on file