Disney’s Contemporary Resort 4600 North World Drive
Lake Buena Vista, Orlando, FL 32830

**Banquet Event Order**

**Organization:** American Hotel and Lodging Association Education Foundation

**Type of Function:** Dinner Banquet

**Function Room:** Grand Republic Ballroom

**Function Date:** May 20, 2013

 **Day:** Monday

 **Time:** 6:00PM – 10:00PM

**Contact Person**: Ms. Heidi Pindell ***Manager of Foundation Programs***

**Address:** American Hotel & Lodging Educational Foundation 1201 New York Avenue, NW, Suite 600 Washington, DC 20005-3931

**Guests Expected:** 500

 **Guaranteed:**

**Price per guest:** 150.00

**Banquet Requirements**

**Service Time:** 6-10 pm **Quantity Ordered:** 500 **Menu**: “A.H.L.A.” Cuisine

**Cost per guest:** 150.00 **Total Cost Price:** $75,000

**Banquet Details**

50 Round Top Tables, 10 Guests per Table = 500 guests

Black Table Cloths

Red Table Napkins

Themed centerpieces for each table

**SPECIAL INSTRUCTIONS**

**No alcoholic beverages will be served in the event.**

#

**Set up**

Podium

Microphone

Multi-media Projector

Dropdown Screen

Dance Floor

DJ

Cash Bar to be set up at the back of the room

## PAYMENT INSTRUCTIONS

Bill to Heidi Pindell

**Manager of Foundation Programs**

American Hotel & Lodging Educational Foundation
1201 New York Avenue, NW, Suite 600
Washington, DC 20005-3931

I have read the above arrangements and the attached Catering Policies and agreed to the terms and conditions. This banquet booking will remain tentative, subject to cancellation, until this Banquet Event Order is signed and received by the hotel on 05/13/13. A deposit in the amount of $14,875 is due on 05/13/13. Guarantee number of guests due by 05/13/13. If the final count of guests is not provided to the hotel on the date required, Disney’s Contemporary Resort will use the guarantee number, not subject to reduction.

Client Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3