



The Heathman Hotel Kirkland, Washington

220 Kirkland Avenue
Kirkland, WA 98033
Phone: 425.284.5800
Fax: 425.284.5888

REVISED

AUG-04-16 04:00 PM

Account Name: Social 2016	Contract #: 2290720
Contact Name: Kenison, Stephanie	Event Manager: Lauren Mealey
Address: US	Sales Manager: Lauren Mealey
Telephone: 253-261-5497	Booking Name: Women in Cable Telecommunications
E-mail: stephanie_kenison@cable.comcast.com	Doorcard:
	On Site Contact:

Tuesday, August 09, 2016

Time	Room	Function	Set-up	Event ID	Exp/Gtd	Rental
07:30 AM - 10:00 AM	San Juan Ballroom	Meeting	Rounds of 10	2443100	100 / 0	
07:30 AM - 08:30 AM	San Juan Ballroom	Pastries and Coffee	Rounds of 10	2475118	100 / 0	

Food

San Juan Ballroom
Event ID - 2475118
07:30 AM To 08:30 AM
Pastries and Coffee
\$7.00 Per Person
Exp 100 / Gtd / Set
* * *

Fresh Baked Pastries (Croissants and Scones) with Butter & Jam
Fresh Brewed Caffé Vita Coffee and Assorted Mighty Leaf Teas **2 gallons regular, 1 gallon decaf and 1 gallon tea**
\$60.00 Per Gallon
Exp 4 / Gtd / Set
* * *

Audio-Visual

San Juan Ballroom	07:30 AM To 10:00 AM
1 Tripod Screen - 8'	\$ 50.00
<u>Note:</u> -Discounted rate per contract	
1 HHK Projector	\$ 50.00
<u>Note:</u> -Discounted rate per contract	
MAC Adapter to connect to projector	
1 Mixer - 4 Channel Mono	\$ 50.00 Each
1 Microphone - Wireless Lavalier	\$ 140.00 Each
1 Microphone - Wireless Handheld	\$ 140.00 Each

Setup

San Juan Ballroom	07:30 AM To 10:00 AM
Please note the following special instructions:	
<u>Note:</u> SET UP:	
-Rounds of 10 set with notepaper, pens and water. Set up beverage station/pastries in the room	
-Set up the screen on the window side of room as the front of room	

Special Instructions and Services

San Juan Ballroom	07:30 AM To 10:00 AM
Agenda	
7:30 AM-10:30 AM: Meeting	



The Heathman Hotel Kirkland, Washington

220 Kirkland Avenue
Kirkland, WA 98033
Phone: 425.284.5800
Fax: 425.284.5888

REVISED

AUG-04-16 04:00 PM

Account Name: Social 2016	Contract #: 2290720
Contact Name: Kenison, Stephanie	Event Manager: Lauren Mealey
Address: US	Sales Manager: Lauren Mealey
Telephone: 253-261-5497	Booking Name: Women in Cable Telecommunications
E-mail: stephanie_kenison@cable.comcast.com	Doorcard:
	On Site Contact:

Tuesday, August 09, 2016

Special Instructions and Services

Note: 7:30 AM-Pastries/Coffee Service
10:30 AM: Meeting Concludes

Billing Instructions / Food & Beverage Minimums

San Juan Ballroom **07:30 AM To 10:00 AM**

Group to pay by check

No Outside Food and Beverage Permitted. Fee will be assessed.

Note: Due to state law, you may not bring any outside food or beverage into the hotel. Service fees will apply to any outside food or beverage served in our function space regardless if hotel labor is required.

1 Room Rental \$ 100.00

Note: A room rental charge of \$100 is required for use of the San Juan Ballroom, plus sales tax (9.5%).

A combined minimum food and beverage purchase of \$940 (before 20% service charge and sales tax) is required to waive additional room rental. If your event does not reach the food and beverage minimum, the difference will apply as additional meeting room rental plus applicable state and local taxes.

If event does not end at the ending time indicated on this BEO agreement, an additional room rental fee of \$75 will be added for each 30 additional minutes group remains in the room

Guests to pay for own parking

Parking

San Juan Ballroom **07:30 AM To 10:00 AM**
Event Parking Over 3 Hours \$ 10.00 Each
Valet Parking 0-3 Hours-Complimentary

Agreement Notes

Agreement Notes A minimum food and beverage purchase of \$940 (before 20% service charge and sales tax) and room rental of \$100 (before sales tax) is required. If your event does not reach the food and beverage minimum, the difference will apply as meeting room rental plus applicable state and local taxes.

Deposit	% Deposit Req.	Due Date	Paid Deposit	Due Amount	Description
All	260.00	04-28-16	260.00	0.00	
	260.00		260.00	0.00	

Guarantees for food functions are due a minimum of 4 business days prior to your event or the contracted number will apply. If guest count is more than 5% over guaranteed count on day of event, an additional charge of \$10 per additional guest will apply. All food and beverage charges are subject to 20% service charge and applicable sales tax. Room rental, audio visual and other charges subject to applicable taxes. The contents of the above meet with my approval. I consider our agreement definite and confirmed.

Social 2016	08-04-16	Lauren Mealey	08-04-16
Organization Authorized Signature		Sales Manager	

Customer Initials



The Heathman Hotel Kirkland, Washington

220 Kirkland Avenue
Kirkland, WA 98033
Phone: 425.284.5800
Fax: 425.284.5888

REVISED

AUG-04-16 04:00 PM

Account Name:	Social 2016	Contract #:	2290720
Contact Name:	Kenison, Stephanie	Event Manager:	Lauren Mealey
Address:	US	Sales Manager:	Lauren Mealey
Telephone:	253-261-5497	Booking Name:	Women in Cable Telecommunications
E-mail:	stephanie_kenison@cable.comcast.com	Doorcard:	
		On Site Contact:	

Date Last Printed: 08-01-16

Stephanie Kenison