



McMenamins-Olympic Club

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Printed Date: 05-18-16 01:07 PM

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Contract #: 8230647
Event Coordinator: Brittany Walker
Booking Name: Comcast Cable Meeting
Onsite Contact:
Reader Board:

Wednesday, May 25, 2016

Time	Room	Function	Set-up	Exp/Gtd	F&B Min.	Event ID
09:15 AM - 03:30 PM	The Green Room	Meeting	See Notes	17 / 0		9378631

Food	Room Set-up
11:30 AM - 12:00 PM Olympic Club Restaurant Menu All food and beverage will appear on one check with an applied 21% service charge. Group will be ordering from the restaurant menu. Service in Function Space.	1 Coffee Station \$25.00 1 U-Shape 1 Water Station
02:30 PM - 03:30 PM Snacks & Breaks - A La Carte Chocolate Dipped Rice Crispie Treats 1 @ \$33.00 Per Dozen	Audio Visual Requirements 1 Extension Cord (if equipment not returned, fee may apply) 1 Powerstrip (if item not returned, fee may apply) 1 Screen Rental \$25.00
	Fees 1 21% Service Charge
	Payment Instructions 1 Final payment is due immediately following the scheduled event. Payment can be made with a credit card or cash.

Guaranteed number of guests is due 7 business days prior to arrival for all events. If not received, the expected number will be used for billing purposes.
Client will be charged for the guaranteed number of guests, or the total number of guests served, whichever is greater.

Client Signature

Date



General Conditions:

- * All hosted food and beverage is subject to applicable service charge. Only hosted food and beverage revenue is considered when calculating if a client has met their food & beverage minimum.
- * In accordance with local liquor laws, no one will be served alcoholic beverages without proper I.D. Alcohol will not be served to visibly intoxicated persons. McMenamins has a five-hour limit on all bar service. The event space must be vacated one hour after the bar closes and no later than the posted vacate time.
- * Client may access event space(s) only during hours posted on the banquet event order.
- * Catered menu selections, pricing, fees and service charge are guaranteed three months prior to arrival.
- * Beverage pricing subject to change without notice.
- * McMenamins prohibits taping, tacking or stapling to any surface. Fees will be assessed and charged for damage to any surface.
- * All deliveries must check in with the front desk or manager on duty.
- * Client is responsible for provision, set up, break down and removal of all decorations brought in to the space.
- * All decorations and rental items must be removed from the event space immediately following the event. McMenamins is not responsible for any items left behind. This includes flowers, votives, cake stands and outside audio-visual equipment. Please make prior arrangements with your vendor(s) for removal of these items.
- * Cooler space for flowers and/or cakes from outside source(s) will not be provided.
- * Client will be billed for all table linens damaged beyond normal wear. For example, candle wax, burn marks, etc.
- * Only food and beverage purchased and consumed in the event space during the event will be applicable to the food and beverage minimum. No exceptions will be made.
- * No outside food or beverage may be carried or consumed on McMenamins property.
- * Use of glitter, confetti, rice, birdseed and flower petals is strictly prohibited. Fees will be assessed and charged for any clean up of prohibited items.
- * Open flames, tiki torches, sparklers, fireworks and sky lanterns are prohibited.
- * Music and other forms of entertainment are welcome to complement your event. Please speak with your event coordinator to plan music appropriate for your particular venue.
- * McMenamins reserves the right to alter/improve facilities as needed or required. If the property feels the change will adversely affect client, client will be notified in advance.
- * Event balance is to be paid at the conclusion of the event.
- * Direct Billing is available for corporate functions with advanced notice and approval.
- * Should the party responsible for payment vacate the premises without paying the final bill, the credit card on file will be charged for the outstanding balance due.

Outdoor Areas:

- * McMenamins cannot guarantee the condition of the outdoor spaces.
- * Areas surrounding outdoor event spaces will remain open to the public.
- * There is no sound system provided outdoors. A sound system may be provided for an additional fee.
- * There is no lighting in outdoor areas. Client is responsible for providing lighting.
- * McMenamins equipment, including tables and chairs, cannot be set outdoors in inclement weather.
- * Oregon Health Code requires a food canopy in all outdoor areas where food is served.

Fees:

- * Fees for additional items or furniture not included with your event space, will be applied to the final bill.
- * A reset fee will be applied and one-hour vacate time required if the ceremony and reception are being held in the same area.

Your signature above and initials on each page indicate your approval of this banquet event order. Please sign and return a copy to the Events Office.