

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00119654

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	ONLY	DANCE FLOOR RENTAL, VENUE, MEAL AND SET UP FOR JPRD COMMUNITY DANCE 8/19/2017 0010 DANCE FLOOR RENTAL	233.35	233.35
2	1.00	ONLY	0020 Food Service Consulting/set up fee	396.00	396.00
3	120.00	EA	0030 VENUE AND MEAL FOR JPRD COMMUNITY DANCE A VENUE LARGE ENOUGH TO HOST AND SERVE 100 PEOPLE FOR A COMMUNITY DANCE TO BE HELD AT 7PM ON AUGUST 19, 2017. THE MENU LISTED BELOW MUST BE SERVED ALONG WITH TABLE AND CHAIRS. ADDITIONALLY A 9X9 DANCE FLOOR AND PODIUM WITH AV SYSTEM SHOULD BE AVAILABLE. PLATED MENU 8 OZ ROAST BEEF OR 8 OZ MEAT LOAF MASHED POTATOES GREEN BEANS PRE PLATED ON TABLES GREEN SALAD PEANUT BUTTER COOKIE 2 LEMONADE 2 ICED TEA SILVERWARE, GLASSES, SALT, PEPPER, LEMONS, SWEETNERS CLIENT PROVIDED CHEESE PLATTERS ON EACH TABLE PRE POURED APPLE CIDER ON ENTRANCE TABLE FOR GUESTS TO TAKE.	16.50	1980.00
				2609.35	2609.35

Holiday Inn Metairie New Orleans Airport

2261 N. Causeway Blvd - Metairie - LA - 70001 - 504-373-5946 - Fax 504-301-0174

Banquet Event Order

BEO #: 350861

Status: Tentative

Printed on: 5/25/2017 8:24:41 AM

Account: A Night at the Museum	Event Date: Saturday, 8/19/2017
Post As: A Night at the Museum	Contact: Helen Pullins
Address: 6921 Saints Dr Metairie, La. 70003	Phone: 504-736-6999 ext 116
	Fax: 504-736-8470
	Email: hpullins@jeffparish.net
Deposit:	On-Site
Method of Payment:	Sales Mgr: Jennifer Shutt
	Catering Mgr: Jennifer Shutt

Date	Time	Setup	Set	Gtd	Room
Saturday, 8/19/2017	08:00 AM-10:00 PM	Rounds 10	100		Magnolia Ballroom

FOOD Time: 7:00 PM Qty: 120 Price: \$16.50 Total: \$1,980.00 PLATED MENU 8 oz roast beef or 8 oz meat loaf Mashed Potatoes Green Beans PRE PLATED ON TABLES Green Salad Peanut Butter Cookie 2 Lemonade 2 Iced Tea Silverware, glasses, salt, peppers, lemons, sweetners BEVERAGE No Bar Requested	ROOM REQUIREMENTS Client Provided Cheese Platters on Each Table Pre poured apple cider at entrance on table for guests to take Guarenteed amount will be paid 7 days prior to event. Overage will be submitted Monday after the event for payment 14 days after Guarenteed selection will be provided 72 hours in advance. The serve time will be pre determined and honored with a variation of 15 minutes. Courses will not be served after they've been cleared. To Go Plated WILL NOT be provided AUDIO VISUAL EQUIPMENT Time: 12:00 PM Qty: 1 Price: \$233.35 Total: \$233.35 9x9 dance floor rental MISCELLANEOUS
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Estimated Charges					
Food	\$1,980.00	Room	\$0.00	Service Charge 1	\$396.00
Beverage	\$0.00	Staff	\$0.00	Total	\$2,609.35
Audio/Visual	\$233.35	Miscellaneous	\$0.00		

Confirmation is required 3 business days in advance of event or the expected attendance (set) above will become the guarantee. Holiday Inn Metairie New Orleans Airport requires this contract be signed by an authorized representative of your organization and returned by . Should this not occur, the hotel reserves the right of cancelling the contract upon notice to the organization. The hotel reserves the right to reassign meeting rooms based upon final guaranteed numbers, to a room suitable of accommodating the group and requirements. Food, beverage, and all charges are subject to Service Charge and Sales Tax.

Folio #:

BEO #: 350861

Event Representative Authorized Signature

Date

Hotel Representative Signature

Date