



Phoenix Country Club
2901 North 7th Street
Phoenix, AZ 85014

Invoice # E26593

Party Name Phoenix Rotary 100 Speech Contest	Event Date 4/9/2018 (Mon)	Event # E26593	Site Contact Ted Haynes	Pln Guests 80-100
Host			Site Tel (602) 722-8609	Gtd Guests
Member Roger Marce	Member# 1275	Sales Rep Carolyn Parris		

GUARANTEE: Minimum guaranteed attendance must be received within 48 hours of event. If attendance falls below the guarantee number, the client will be charged for the guaranteed number. If attendance exceeds the guarantee, the client will be charged for the actual number of attendees. Should you choose to increase your guarantee within 24 hours of the event, a \$50 administrative fee per change will be assessed. All food and beverage subject to 24% service charge and 6.3% tax.

Food & Beverage				Equipment & Miscellaneous			
Food/Service Items	Price	Qty	Total	Food/Service Items	Price	Qty	Total
Breakfast Buffet - 4/9/2018 - 7:00 am				Breakfast Buffet - 4/9/2018 - 7:00 am			
7:00am-10:00am: Breakfast Buffet:				6:30am: Arrival			
Assorted Muffins, Breakfast Breads, Bagels, Cream Cheese, Jam and Butter () dozen @ \$20.00++/doz				7:00am: Continental Breakfast in North Ballroom			
20.00 19 380.00				8:00am: Competitions in Breakout Rooms Nicklaus, Miller, Palmer, Board, South			
*Leave Muffins, etc out all morning				12:00-1:00pm: Lunch Buffet in North Ballroom			
7:00am-10:00am				1:00pm: Competitions continue			
Gallon: Coffee, Decaf	50.00	1	50.00	4:00pm: Final Assembly in North Ballroom			
Assorted Juices Orange and Apple	18.00	6	108.00	Halfmoons of 8			
Per pot: Hot Tea	15.00			(2) Registration Tables w/ 2 chairs each wastebaskets...set inside North Ballroom entrance **Electric/Powerstrip needed for Printer			
Water Pitchers & Glasses				(4) Display Tables with 1 chair each - set along Windows/Perimeter for GCU, NAU, UofA Buffet			
10:00am-5:00pm:				Beverage Station			
Gallon: Coffee, Decaf	50.00	1	50.00				
Ice Tea	15.00	3	45.00				
BEVERAGES CHARGED ON CONSUMPTION							
Lunch Buffet - 4/9/2018 - 12:00 pm							

<u>12:00PM Lunch Buffet:</u>	16.50	150	2,475.00	Captains Choice Linens			
Green Salad with Assorted Toppings Ranch, Caesar Dressings				<u>AUDIO VISUAL: NO CHARGE</u>			
Penne Pasta with: -Marinara & Alfredo Sauces -Grilled Sliced Chicken Breast -Meatballs Parmesan Cheese				PCC LCD Projector & Screen A/V Cart Extension Cords & Power Strips			
Rolls & Butter				NO RISER			
Assorted Cookies				Standing Podium w/ Microphone - set left of Screen			
\$16.50++ (\$21.75 inclusive)				(1) Handheld Wireless Microphone			
Coffee, Decaf Iced Tea & Lemonade Pitchers of Water				Rotary Banner - hang in front of Rock Wall			
				US & AZ Flags - set on each side of banner			
				(2) Easels - 1 next to Podium, 1 in Pre-Function			
				Rotary Bell - set on Reg desk			
				<u>Rotary Name Badges - set in South Ballroom</u>			
				<u>Room Rental Fee:</u>	500.00	1	500.00
				For Use and Set-Up of: Ballroom Nicklaus Room Miller Room Palmer Room Board Room			
				Please sign to show acceptance that the information included in this BEO is correct and complete.			
				X			

				<u>Lunch Buffet - 4/9/2018 - 12:00 pm</u>			
				Same Set Up as Morning			
				Buffet			
				Beverage Station			

Rollups

**12:25-1:00PM: Speaker
during lunch**

**Please sign to show
acceptance that the
information included in this
BEO is correct and complete.**

X

Subtotal	3,608.00	Total Value	4,596.97
Tax (6.3%)	243.05	Paid	0.00
Serv Chg (24%)	745.92	Balance	4,596.97
		Pay Method	

When submitting payment to the Phoenix Country Club, please include a copy of this invoice or include the following information on the check:

- 1) Member Sponsors Name**
- 2) Member #**
- 3) Name of Event**
- 4) Date of Event**