

# Courtyard Fredericksburg Historic District

620 Caroline Street - Fredericksburg - VA - 22401 - 540-373-8300 - Fax 540-373-8355

## Banquet Event Order

**BEO #: 323287**

Status: Definite

Printed on: 9/26/2016 11:08:20 AM

<b>Account:</b> ECASECS <b>Post As:</b> ECASECS <b>Address:</b> 1301 College Ave Fredericksburg, VA 22401  <b>Deposit:</b>  <b>Method of Payment:</b>	<b>Event Date:</b> <b>Thursday, 10/27/2016</b> <b>Contact:</b> Marie McAllister <b>Phone:</b> 540-373-8201 <b>Fax:</b> <b>Email:</b> mmcallis@umw.edu <b>On-Site</b>  <b>Sales Mgr:</b> Kate Nazworth <b>Catering Mgr:</b> Kate Nazworth
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Date	Time	Setup	Set	Gtd	Room
Thursday, 10/27/2016	07:30 PM-09:30 PM	Theater	50	50	Mary Washington Room

<p style="text-align: center;"><b>FOOD</b></p> <p>Time: 7:30 PM Qty: 1 Price: \$175.00 Total: \$175.00                  Imported and Domestic Cheeses Display                  with Assorted Crackers</p> <p>Medium Serves 50 Guests</p> <p>Time: 7:30 PM Qty: 1 Price: \$175.00 Total: \$175.00                  Sliced Fresh Fruit Display with                  Wild Berry Yogurt Dip</p> <p>Serves 50 guests</p> <p>Time: 7:30 PM Qty: 1 Price: \$175.00 Total: \$175.00                  Warm Spinach and Artichoke Dip                  With Roasted Garlic and Parmesan Cheese                  French Baguette and Assorted Crackers</p> <p>Serves 50 Guests</p> <p>Time: 7:30 PM Price: \$2.50                  Soft Drinks Only (per item consumed)                  Beverage Dispenser with Ice Water</p> <p style="text-align: center;"><b>BEVERAGE</b></p> <p>Time: 7:30 PM Qty: 1                  Guests pay individually</p> <p>Bartenders may accept tips, as they will not be included on banquet gratuity.</p>	<p style="text-align: center;"><b>ROOM REQUIREMENTS</b></p> <p>A side set Theatre style (for 60-75) with ample room in front (where screen is) for a reading.</p> <p>B side set Reception style with buffet inside room.</p> <p>Reception from 7:30 - 8:00 pm.                  Reading from 8:00 - 9:30 pm</p> <p style="text-align: center;"><b>AUDIO VISUAL EQUIPMENT</b></p> <p>No A/V Requested</p> <p style="text-align: center;"><b>MISCELLANEOUS</b></p> <p>Parking: Valet Parking Option, 12 USD, per day.</p>
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Estimated Charges					
<b>Food</b>	\$525.00	<b>Room</b>	\$0.00	<b>Service Charge 1</b>	\$105.00
<b>Beverage</b>	\$0.00	<b>Staff</b>	\$0.00	<b>Tax 3</b>	\$59.33
<b>Audio/Visual</b>	\$0.00	<b>Miscellaneous</b>	\$0.00	<b>Total</b>	\$689.33

Confirmation is required 5 business days in advance of event or the expected attendance (set) above will become the guarantee. Courtyard Fredericksburg Historic District 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 #: G2414**

**BEO #: 323287**

Event Representative Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Hotel Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

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620 Caroline Street - Fredericksburg - VA - 22401 - 540-373-8300 - Fax 540-373-8355

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Date	Time	Setup	Set	Gtd	Room
Friday, 10/28/2016	08:00 AM-05:30 PM	Theater	50		Mary Washington Room A

<p style="text-align: center;"><b>FOOD</b></p> <p>Time: 8:30 AM Qty: 100 Price: \$8.50 Total: \$850.00            Courtyard Continental Breakfast Table:            Whole Fruit            Seasonal Muffins            Sliced Bagels            Butter, Cream Cheese, Fruit Preserves            Orange and Apple Juice            Coffee and Hot Tea Service</p> <p>Time: 10:00 AM Qty: 6 Price: \$120.00 Total: \$720.00            Coffee and Hot Tea Service for 20 People</p> <p>Time: 3:45 PM Qty: 125 Price: \$7.95 Total: \$993.75            Colonial Harvest Break:            Kashi® Granola Bars            Fresh Fruit with Yogurt Dip            Vegetable Tray with Ranch Dressing            Soft Drinks Only            Beverage Dispenser with Iced Water</p> <p style="text-align: center;"><b>BEVERAGE</b></p> <p>No Bar Requested</p>	<p style="text-align: center;"><b>ROOM REQUIREMENTS</b></p> <p>Theater (facing screen)             Skirted head table in front with seating for 4             Coffee and water station on credenza             *Attendees will be on their own for lunch-may utilize Bistro*             Food will be set outside of room off of windows to the Courtyard</p> <p style="text-align: center;"><b>AUDIO VISUAL EQUIPMENT</b></p> <p>Time: 7:30 AM Qty: 1 Price: \$50.00 Total: \$50.00            A/V Bundle: screen, projector and VGA hookup for A side; Rolling TV and VGA hookup for B side            -includes any other A/V needs (extension cords, HDMI adapter, etc.)</p> <p>Time: 8:00 AM Qty: 1 Price: \$25.00 Total: \$25.00            Daily A/V Charge-Podium</p> <p style="text-align: center;"><b>MISCELLANEOUS</b></p> <p>Parking: Valet Parking Option, 12 USD, per day.</p>
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Estimated Charges					
<b>Food</b>	\$2,563.75	<b>Room</b>	\$0.00	<b>Service Charge 1</b>	\$512.75
<b>Beverage</b>	\$0.00	<b>Staff</b>	\$0.00		<b>Tax 3</b>
<b>Audio/Visual</b>	\$75.00	<b>Miscellaneous</b>	\$0.00		<b>Total</b>
					\$293.68
					\$3,445.18

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**Folio #: G2414**

**BEO #: 323288**

Event Representative Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Hotel Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

# Courtyard Fredericksburg Historic District

620 Caroline Street - Fredericksburg - VA - 22401 - 540-373-8300 - Fax 540-373-8355

## Banquet Event Order

**BEO #: 323289**

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<b>Account:</b> ECASECS <b>Post As:</b> ECASECS <b>Address:</b> 1301 College Ave Fredericksburg, VA 22401  <b>Deposit:</b>  <b>Method of Payment:</b>	<b>Event Date:</b> <b>Friday, 10/28/2016</b> <b>Contact:</b> Marie McAllister <b>Phone:</b> 540-373-8201 <b>Fax:</b> <b>Email:</b> mmcallis@umw.edu <b>On-Site</b>  <b>Sales Mgr:</b> Kate Nazworth <b>Catering Mgr:</b> Kate Nazworth
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Date	Time	Setup	Set	Gtd	Room
Friday, 10/28/2016	08:00 AM-05:30 PM	Theater	35		Kenmore Room

<p style="text-align: center;"><b>FOOD</b></p> <p>No Food Requested</p> <p style="text-align: center;"><b>BEVERAGE</b></p> <p>No Bar Requested</p>	<p style="text-align: center;"><b>ROOM REQUIREMENTS</b></p> <p>Theater (set facing TV on kitchen side of the hotel)</p> <p>Set a head table for 4 facing theatre chairs (use skirted narrow table)</p> <p>Coffee and water station on credenza</p> <p>No A/V needed in this room</p> <p style="text-align: center;"><b>AUDIO VISUAL EQUIPMENT</b></p> <p>Time: 8:00 AM Qty: 1 Price: \$25.00 Total: \$25.00 Daily A/V Charge-Podium</p> <p style="text-align: center;"><b>MISCELLANEOUS</b></p> <p>Parking: Valet Parking Option, 12 USD, per day.</p>
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<b>Estimated Charges</b>					
<b>Food</b>	\$0.00	<b>Room</b>	\$0.00	<b>Tax 3</b>	\$1.33
<b>Beverage</b>	\$0.00	<b>Staff</b>	\$0.00	<b>Total</b>	\$26.33
<b>Audio/Visual</b>	\$25.00	<b>Miscellaneous</b>	\$0.00		

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**Folio #: G2414**

**BEO #: 323289**

\_\_\_\_\_  
Event Representative Authorized Signature      Date

\_\_\_\_\_  
Hotel Representative Signature      Date

## Courtyard Fredericksburg Historic District

620 Caroline Street - Fredericksburg - VA - 22401 - 540-373-8300 - Fax 540-373-8355

### Banquet Event Order

**BEO #: 323290**

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<b>Account:</b> ECASECS <b>Post As:</b> ECASECS <b>Address:</b> 1301 College Ave Fredericksburg, VA 22401  <b>Deposit:</b>  <b>Method of Payment:</b>	<b>Event Date:</b> <b>Friday, 10/28/2016</b> <b>Contact:</b> Marie McAllister <b>Phone:</b> 540-373-8201 <b>Fax:</b> <b>Email:</b> mmcallis@umw.edu <b>On-Site</b>  <b>Sales Mgr:</b> Kate Nazworth <b>Catering Mgr:</b> Kate Nazworth
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Date	Time	Setup	Set	Gtd	Room
Friday, 10/28/2016	08:00 AM-05:30 PM	Theater	50		Mary Washington Room B

<p style="text-align: center;"><b>FOOD</b></p> <p>No Food Requested</p> <p style="text-align: center;"><b>BEVERAGE</b></p> <p>No Bar Requested</p>	<p style="text-align: center;"><b>ROOM REQUIREMENTS</b></p> <p>Registration Table: skirted 6ft, two chairs, wastebasket                  Please place two chairs at the end of the table (to place registration materials)</p> <p>Theater (facing A side)</p> <p>Rolling TV against airwall</p> <p>Skirted head table in front with seating for 4</p> <p>Coffee and water station on credenza</p> <p style="text-align: center;"><b>AUDIO VISUAL EQUIPMENT</b></p> <p>Time: 8:00 AM Qty: 1 Price: \$25.00 Total: \$25.00                  Daily A/V Charge- Table Top Podium</p> <p style="text-align: center;"><b>MISCELLANEOUS</b></p> <p>Parking: Valet Parking Option, 12 USD, per day.</p>
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Estimated Charges					
<b>Food</b>	\$0.00	<b>Room</b>	\$0.00	<b>Tax 3</b>	\$1.33
<b>Beverage</b>	\$0.00	<b>Staff</b>	\$0.00	<b>Total</b>	\$26.33
<b>Audio/Visual</b>	\$25.00	<b>Miscellaneous</b>	\$0.00		

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**Folio #: G2414**

**BEO #: 323290**

\_\_\_\_\_  
 Event Representative Authorized Signature      Date

\_\_\_\_\_  
 Hotel Representative Signature      Date

# Courtyard Fredericksburg Historic District

620 Caroline Street - Fredericksburg - VA - 22401 - 540-373-8300 - Fax 540-373-8355

## Banquet Event Order

**BEO #: 323291**

Status: Definite

Printed on: 9/26/2016 11:08:20 AM

<b>Account:</b> ECASECS <b>Post As:</b> ECASECS <b>Address:</b> 1301 College Ave Fredericksburg, VA 22401  <b>Deposit:</b>  <b>Method of Payment:</b>	<b>Event Date:</b> <b>Friday, 10/28/2016</b> <b>Contact:</b> Marie McAllister <b>Phone:</b> 540-373-8201 <b>Fax:</b> <b>Email:</b> mmcallis@umw.edu <b>On-Site</b>  <b>Sales Mgr:</b> Kate Nazworth <b>Catering Mgr:</b> Kate Nazworth
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Date	Time	Setup	Set	Gtd	Room
Friday, 10/28/2016	06:30 PM-08:30 PM	Reception	125	125	Mary Washington Room

<p style="text-align: center;"><b>FOOD</b></p> <p>Time: 6:30 PM Qty: 1 Price: \$175.00 Total: \$175.00                  Vegetable Crudites Display                  Served with                  Herbed Cream Cheese Dip                   Large Serves 75 Guests</p> <p>Time: 6:30 PM Qty: 1 Price: \$225.00 Total: \$225.00                  Imported and Domestic Cheeses Display                  with Assorted Crackers                   Large Serves 75 Guests</p> <p>Time: 6:30 PM Qty: 1 Price: \$38.00 Total: \$38.00                  Lemonade-5 Gallons</p> <p>Time: 6:30 PM Qty: 3 Price: \$100.00 Total: \$300.00                  Bruschetta in 50 piece increments</p> <p>Time: 6:30 PM Qty: 3 Price: \$125.00 Total: \$375.00                  Ham Biscuits and Assorted Tea Sandwiches                  in 50 piece increments</p> <p style="text-align: center;"><b>BEVERAGE</b></p> <p>Time: 6:30 PM Qty: 1                  Guests pay individually</p> <p>Bartenders may accept tips, as they will not be included on banquet gratuity.</p>	<p style="text-align: center;"><b>ROOM REQUIREMENTS</b></p> <p>Reception</p> <p>Flip the room at 5:30</p> <p>Use the head tables from A and B side for reception buffet in room</p> <p>Lemonade and water stations on credenzas</p> <p style="text-align: center;"><b>AUDIO VISUAL EQUIPMENT</b></p> <p>No A/V Requested</p> <p style="text-align: center;"><b>MISCELLANEOUS</b></p> <p>Parking: Valet Parking Option, 12 USD, per day.</p>
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Estimated Charges					
<b>Food</b>	\$1,113.00	<b>Room</b>	\$0.00	<b>Service Charge 1</b>	\$222.60
<b>Beverage</b>	\$0.00	<b>Staff</b>	\$0.00		<b>Tax 3</b>
<b>Audio/Visual</b>	\$0.00	<b>Miscellaneous</b>	\$0.00		<b>Total</b>
					\$1,461.37

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**BEO #: 323291**

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Hotel Representative Signature \_\_\_\_\_ Date \_\_\_\_\_