



# Catering Contract

Client/Organization Public Relations Society of	Telephone (615) 254-3687	Event Date 10/11/2011 (Tue)	Event # E02698
Address 618 Church Street, Suite 200, Nashville, TN 37219		City, St/Prov Postal Nashville, TN 37219	Guests 100 (Pln)
Email LParker@nespower.com	Booking Contact Laurie Parker	Site Contact Laurie Parker	Party Name PRSA Ann Wylie Workshop

**MINIMUM GUARANTEED ATTENDANCE MUST BE RECEIVED WITHIN 72 HOURS OF EVENT. IF ATTENDANCE FALLS BELOW THE GUARANTEED NUMBER, THE CLIENT WILL BE CHARGED FOR THE GUARANTEED NUMBER.**

Venue				
Banquet Room	Setup Style	Start	End	Description
EZELL 301	Existing Set	8:30 am	12:00 pm	BREAKFAST BUFFET
Food/Service Items				
Food/Service Items	Price	Qty	Unit	Total
3 Dozen Ham Biscuits	18.00	3	dozen	54.00
3 Dozen Sausage, Egg & Cheese Biscuits	24.00	3	dozen	72.00
1 Dozen Yogurt, Berry & Granola Parfaits	24.00	1	dozen	24.00
Eye Opener Breakfast Buffet:	7.00	80		560.00
Assorted Pastries Including Scones, Danish and Warm Muffins				
Fresh Seasonal Sliced Fruit				
Chilled Orange Juice				
Brewed Regular and Decaffeinated Coffee, Cream and Sugar				
Bottled Water (Charge Based on Consumption)	1.25			
Setup Notes				

This is a breakfast buffet in Ezell 301 at 8:30 am.  
Set up food and beverages on 6' clothed tables inside of the room.  
Utilize high quality disposables.  
Catering Staff: Please keep a count of beverages consumed for billing purposes.

Subtotal	710.00	Card Holder
Tax (9.25%)	77.50	Card Number
Staffing	127.80	Expires
Total Value	915.30	Signature

A **\$200.00** cancellaton fee will be incurred for any cancellaton within **7 days** of event. A **\$100.00** fee will be incurred for any additional setup on the day of the event . I have read the above contract and agree to the terms and conditons as well as any terms and conditons on any contract addendum 's which I may sign.

Client: \_\_\_\_\_

Date: \_\_\_\_\_

Sales Rep: \_\_\_\_\_

Date: \_\_\_\_\_

