



Event Order Confirmation

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Mind/Brain/Behavior
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Event: Mind Brain Behavior Senior Recognition Ceremony
Event #: 99788
Date(s): Wed 5/24/2023
Attendance: 50

Payment Method: 630.64404.xxx.627557.801229.0000.00000

Bookings	Usage	Setup
Library	05/24/2023 09:00 AM - 10:30 AM	Theatre Style
Room 205	05/24/2023 09:00 AM - 10:30 AM	Cocktail
Room 212	05/24/2023 09:00 AM - 10:30 AM	Cocktail

	Units	Rate	Charges
Wed 5/24/2023	9:00 AM - 10:30 AM		Rooms 205 and 212
Space			Attendance: 50
Library Rental	1.00 EA	\$425.00 / EA	\$425.00
Room 205 Rental	1.00 EA	240.00 / EA	240.00
Room 212 Rental	1.00 EA	195.00 / EA	195.00
Total For Space :			\$860.00

Wed 5/24/2023	9:00 AM - 10:30 AM	Library
Ceremony		Attendance: 50
Service:		
Set Podium Off Center To Allow For Receiving Line		
Set Bar Stool For Guest Infront of Room		

Audio/Visual	Units	Rate	Charges
Podium	1.00 EA	\$50.00 / EA	\$50.00
Wired Microphone	1.00 EA	100.00 / EA	100.00
Built-in Room Projector & Screen (sound included)	1.00 EA	100.00 / EA	100.00
Item Notes: Client is responsible for supplying their own laptop and adapter.			
A/V Setup/Strike	1.00 EA	120.00 / EA	120.00
Item Notes: If a technician is called into the room for additional assistance a fee will be charged per visit. (\$50/visit)			
Total For Ceremony :			\$370.00

Wed 5/24/2023	9:00 AM - 10:30 AM	Rooms 205 and 212
Breakfast		Attendance: 50
Service: Label Buffet For Dietary Restrictions		
Set A few Hightops in 205 and 212		
Open Doors To 212		

Menu

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	<u>Units</u>	<u>Rate</u>	<u>Charges</u>
Continental Breakfast Buffet	50.00 PRS	\$16.95 / EA	\$847.47
Sliced Seasonal Fresh Fruit and Berries			
Mini Croissants			
Assorted Mini Muffins			
Freshly Baked Breakfast Breads			
Butter			
Preserves			
Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Teas			
Atlantic Smoked Salmon with assorted sliced bagels, cream cheese, red onion, sliced tomato, chopped egg and capers	50.00 PRS	13.95 / EA	697.50
Beverage			
Orange, Grapefruit and Cranberry Juice			
Labor			
Event Attendant	3.00 EA	\$240.00 / EA	\$720.00
		Total For Breakfast :	\$2,264.97
		Total Outstanding Charges:	\$3,494.97

If your event runs beyond the reserved time (see above), additional labor charges will be incurred.

This document is considered final unless we receive your changes in writing within 72 hours.

Food and beverage prices are subject to a house charge, and if applicable, Massachusetts taxes. Attendants are also required for all events. The house charge and attendant fee are not tips or gratuities but used to defray expenses at HFC. The Faculty Club has a no tipping policy to which our staff must adhere.

Before placing your order, please inform your server if a person in your party has a food allergy.

Signed _____ Date _____