Banquet Event Order

Account: NOAA - Cira Review
Post As: CIRA CoRP Science Symposium
BEO Name: CIRA CoRP Science Symposium
Address: Colorado State University
1375 Campus Delivery
Fort Collins, CO 80523-1375


Deposit: Yes- CSU

Date Time Room Function
Tuesday, August 10, 2010 8:00 AM - 10:30 PM SALON 1 BRK CR36 50 40
Tuesday, August 10, 2010 8:30 AM - 5:00 PM SALON 1 MTG CR36 50 40 150.00
Tuesday, August 10, 2010 12:00 PM - 1:00 PM SALON 5 LUN RD8 50 40
Tuesday, August 10, 2010 2:00 PM - 4:00 PM SALON 1 BRK CR36 50 40

Food Service
Event: 8:00 AM Room: SALON 1
2 Gallons Regular Coffee @ $39.00 Gallon
1/2 Gallon Decaf Coffee @ $39.00 Gallon
1/2 Gallon Assorted hot teas @ $39.00 Gallon
(Refresh at request of Kathy Fryer)
40 Fresh Sliced Fruit @ $5.00 Person
4 Dozen Assorted Muffins @ $30.00 Dozen

Serve: 12:00 PM Room: SALON 5
Little Italy Buffet
Caesar Salad with Garlic Croutons and Parmesan Cheese
Antipasto Platter, Hard Salami, Pepperoni, Prosciutto, Roasted Red Peppers, Pepperoncini, Olives, Fresh Mozzarella, Marinated Asparagus and Cherry Peppers
Chicken Parmesan with Marinara Sauce
Vegetarian Lasagna with Basil Marinara
Seasonal Vegetable
Garlic Bread & Fresh Herb Foccacia
Chocolate Mousse and Tiramisu
Iced Tea
(Discounted 10% from regular menu pricing per Contract)
40 people @ 20.70 Per person

Set Up Requirements
Event: 8:30 AM Room: SALON 1
Set: Classroom Style 3 per 6 facing West
Water, pads, pens, candies on tables
**Group will be hanging posters on West and South Airwalls**
Have T-Pins Available
Break items in Salon 1 Cubby

Event: 12:00 PM Room: SALON 5
Set Rounds of 8
Banquets choice of centers and napkin colors

Audio Visual Requirements
Event: 8:30 AM Room: SALON 1
1 Wireless Internet for Salon 1 & 5 @ $150.00 Day
1 8x8 Screen @ $50.00 Day
1 Podium w/ microphone @ $40.00 Day
1 A/V cart with power @ $0.00 Day

The final guaranteed number of guests is due by 10 AM, Seventy-Two working hours prior to the start of the event. Should the final guarantee not be received by 10 AM, Seventy-Two working hours prior to the above function(s), the above expected number of guests will be basis for the billing charges. To confirm these arrangements on a definite basis, please carefully review each Banquet Event Order, sign below and return to your catering representative. Should the need arise, we reserve the right to relocate your function(s) to another room.

We will make every effort to contact you in advance should this be the case.

Organization Authorized Signature Date
Hotel Representative Signature Date

** ALL CHARGES ARE SUBJECT TO A 22% SERVICE CHARGE AND APPLICABLE SALES TAX **
**BEO #: 31647-**  
**Created: 7/26/2010**

## Banquet Event Order

<table>
<thead>
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| Address: | Colorado State University  
1375 Campus Delivery  
Fort Collins, CO  80523-1375 |


<table>
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<tr>
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<td>Room:</td>
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**Deposit:**

**Tax Exempt #:** Yes - CSU

**Event Date:** Tuesday, August 10, 2010

<table>
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<tr>
<th>Contact:</th>
<th>Ms. Kathy Fryer</th>
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<tbody>
<tr>
<td>Phone:</td>
<td>970-491-8446</td>
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<td>Fax:</td>
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**Booked By:** Erik Spruiell  
**Catering Src:** Jordan Nye

**Miscellaneous Charges**

**Billing Requirements**

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**Beverage Requirements**

- 1 Gallon Regular Coffee @ $39.00 Gallon
- 1 Assorted Sodas, Iced Tea, Bottled Water (Charged on Consumption) @ $2.00 Each
- 4 Dozen Assorted Jumbo Cookies @ $25.00 Dozen

**The above charges do not include tax or service charge.**

**Group will provide LCD projector.**

**Final payment is due with the final guaranteed count 72 business hours prior to the function, either by credit card, company or cashiers check (personal checks not accepted). Direct bill accounts will be billed in full upon completion of event.**

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Organization Authorized Signature  Date  Hotel Representative Signature  Date
### Banquet Event Order

**Account:** NOAA - Cira Review  
**Post As:** CIRA CoRP Science Symposium  
**BEO Name:** CIRA CoRP Science Symposium  
**Address:** Colorado State University  
1375 Campus Delivery  
Fort Collins, CO 80523-1375  
**Guarantee Numbers Due By:** 6/3/2006  

**Contact:** Ms. Kathy Fryer  
**Phone:** 970-491-8446  
**Fax:** 970-491-8241  
**On-Site:** Ms. Kathy Fryer  
**Phone:** 970-491-8446  
**Fax:** 970-491-8241  

**Booked By:** Erik Spruiell  
**Catering Src:** Jordan Nye  

**Date Time Room Function**  
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Room</th>
<th>Function</th>
<th>Set-up</th>
<th>AGR</th>
<th>EXP</th>
<th>GTD</th>
<th>Rental</th>
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<tbody>
<tr>
<td>Wednesday, August 11, 2010</td>
<td>8:00 AM - 10:30 PM</td>
<td>SALON 1</td>
<td>BRK</td>
<td>CR36</td>
<td>50</td>
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<td>SALON 5</td>
<td>LUN</td>
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### Food Service

**Event:** 8:00 AM  
**Room:** SALON 1  

2 Gallons Regular Coffee @ $39.00 Gallon  
1/2 Gallon Decaf Coffee @ $39.00 Gallon  
1/2 Gallon Assorted hot teas @ $39.00 Gallon  
(Refresh at request of Kathy Fryer)  
40 Fresh Sliced Fruit @ $5.00 Person  
3 Dozen Assorted Bagels and Cream Cheese @ $32.00 Dozen  

**Serve:** 12:00 PM  
**Room:** SALON 5  

**South of the Border Buffet**  
Tossed Salad with Cilantro Vinaigrette  
Roasted Corn and Sweet Pepper Salad  
Chips and Salsa on the dinner table  
Cheese and Green Onion Enchilada  
Build your own Beef and chicken Fajitas with Cheddar Cheese, Salsa, Sour Cream, Green Onions and Guacamole  
Spanish Rice and Black Beans  
Sopapillas and Churros  
Iced Tea  
(Discounted 10% from regular menu pricing per Contract)  
40 people @ 20.70 Per person  

### Set Up Requirements

**Event:** 8:30 AM  
**Room:** SALON 1  

Set: Classroom Style 3 per 6 facing West  
Water, pads, pens, candies on tables  
**Group will be hanging posters on West and South Airwalls**  
**Have T-Pins Available**  
Break items in Salon 1 Cubby  

**Event:** 12:00 PM  
**Room:** SALON 5  

Set Rounds of 8  
Banquets choice of centers and napkin colors  

**ANY CHANGES TO SET UP ON DAY OF FUNCTION WILL RESULT IN A $100 CHANGE FEE.**  
**THE USE OF CONFETTI WILL RESULT IN A $50 CLEAN UP FEE.**

### Audio Visual Requirements

**Event:** 8:30 AM  
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1 Wireless Internet for Salon 1 & 5 @ $150.00 Day  
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**GUARANTEE NUMBERS DUE BY:** 6/3/2006  

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**Date**