



# Montgomery High School Prom

Saturday, May 4, 2024

## BANQUET EVENT ORDER

**ACCOUNT:** Montgomery High School

**CONTACT:** Monica Ashcraft

**EMAIL:** [mashcraft@srcs.k12.ca.us](mailto:mashcraft@srcs.k12.ca.us)

**PHONE:**

**ADDRESS:**

**SALES MANAGER:** Laniakea Evans

**EMAIL:** [levans@brkitchen.com](mailto:levans@brkitchen.com)

**PHONE:** 707-541-6681

**High Season Event:** YES

**Contract Due Date:** 5/1/2023

**BEO Due Date:**

**Final Guest Count Due Date:**

**Menu Due Date:**

## EVENT SUMMARY

Date	Time	Location	Areas	Event Type	Guests	Event F&B Min	Rental
5/4/2024	6:00 pm – 10:00 pm	Blue Ridge Kitchen	The Warehouse, The Terrace, and The Lawn		400		\$4,000.00

## ROOM RENTAL

Qty		Price	Total
1	Site fee (includes tables and chairs up to 200)	\$4,000.00	\$4,000.00

## FOOD

Qty		Price	Total
200	Buffet (custom menu)	\$65.00	\$13,000.00

## ADDITIONAL CHARGES

Qty		Price	Total
2	Service Staff	\$250.00	\$500.00
1	Event Manager	\$500.00	\$500.00

## SPECIAL INSTRUCTIONS

Client will provide event insurance and rentals

## BILLING

Total

Labor		\$1,000.00
		\$17,000.00
<b>Subtotal</b>		<b>\$18,000.00</b>
Gratuuity	20.0%	\$2,600.00
State Sales Tax	9.25%	\$1,572.50
Event Fee	6.0%	\$780.00
<b>Grand Total</b>		<b>\$22,952.50</b>
Deposit (Check)	Paid 6/1/2023	-\$3,000.00
<b>Estimated Amount Due</b>		<b>\$19,952.50</b>

## Client Signature

A handwritten signature in black ink, appearing to read "Montgomery", written in a cursive style.