

Holiday Inn Trustmark Park Hotel

110 Bass Pro Drive - Pearl - MS - 39208 - 601-939-5238 - Fax 601-709-8900
Banquet Event Order

BEO #: 327538

Status: Definite

Printed on: 11/2/2018 12:56:04 PM

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| Account: Mississippi School Boards Association Seminars Post As: Hot Topic Seminar Address: 489 Springridge Rd Clinton, MS 39056 Deposit: Method of Payment: | Event Date: Wednesday, 11/7/2018 Contact: Mamie Lilley Phone: 601-924-2001 Fax: Email: mlilley@msbaonline.org On-Site Sales Mgr: Jessica Brown Catering Mgr: Jessica Brown |
|--|--|

| Date | Time | Setup | Set | Gtd | Room |
|----------------------|-------------------|-----------|-----|-----|-----------|
| Wednesday, 11/7/2018 | 08:00 AM-05:00 PM | Rounds 10 | 90 | 90 | Trustmark |

Deposit of \$250.00 is due with Signing of Agreement. Signed contracts must be returned with deposit within two weeks to guarantee the time slot requested. Function Cancellations: Holiday Inn, Trustmark Park is holding the aforementioned space for the exclusive use by your group. 50% of the total Event Cost will be due and non-refundable 2 weeks prior to your event. Should the Entire or partial program cancel, the hotel will utilize this for liquidated damages, and fees.

Room Rental Discounts given based of Food and Beverage Purchase are based on PER DAY. Any Balance due must be paid before your event starts. There will be a \$250 charge for bringing in outside food, which is NOT allowed.

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| <p style="text-align: center;">FOOD</p> <p>Time: 12:00 PM Qty: 90 Price: \$19.50 Total: \$1,755.00 Mississippi Blues BBQ Slow roasted Boston Butt pulled pork and BBQ grilled chicken breast with baked beans, red skin potato salad, cole slaw and corn muffins. Served with Fresh Garden Salad with two dressings, and chef's choice dessert.</p> <p style="text-align: center;">BEVERAGE</p> <p>Time: 10:00 AM Price: \$2.50 Assorted Soft Drinks/each</p> <p>Time: 10:00 AM Price: \$2.50 Bottled Water/per</p> <p>Time: 10:00 AM Price: \$28.00 Fresh brewed regular or decaffeinated coffee (Gallon)</p> | <p style="text-align: center;">ROOM REQUIREMENTS</p> <p>Time: 8:00 AM Qty: 1 Trustmark Ballroom</p> <p>Rounds 10 -</p> <p style="text-align: center;">AUDIO VISUAL EQUIPMENT</p> <p>Time: 8:00 AM Qty: 1 Price: \$40.00 Total: \$40.00 Podium Microphone</p> <p>Time: 8:00 AM Qty: 1 Price: \$70.00 Total: \$70.00 8x8 Tripod Screen w/skirt</p> <p>Time: 8:00 AM Qty: 1 Price: \$100.00 Total: \$100.00 Wireless Hand-Held Microphone w/table mike stand</p> <p>Time: 8:00 AM Qty: 1 Price: \$150.00 Total: \$150.00 Wireless Lavalier mike w/powered Speaker & Stand</p> <p style="text-align: center;">MISCELLANEOUS</p> <p>Time: 8:00 AM Qty: 1 Price: \$150.00 Total: \$150.00 Room will be set to your desired specification, draped and skirted</p> |
|---|---|

| Estimated Charges | | | | | |
|---------------------|------------|----------------------|----------|-------------------------|--------------|
| Food | \$1,755.00 | Room | \$0.00 | Service Charge 1 | \$351.00 |
| Beverage | \$0.00 | Staff | \$0.00 | | Tax 1 |
| Audio/Visual | \$360.00 | Miscellaneous | \$150.00 | | \$183.12 |
| | | | | | Tax 2 |
| | | | | | \$42.12 |
| | | | | | Total |
| | | | | | \$2,841.24 |

Confirmation is required 3 business days in advance of event or the expected attendance (set) above will become the guarantee. Holiday Inn Trustmark Park Hotel 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 #:

BEO #: 327538

Mamie B. Lilley

11/2/18

Event Representative Authorized Signature _____ Date _____

Hotel Representative Signature _____ Date _____