

Function Agreement
Clarion South Saint Paul

701 Concord Street South, South Saint Paul, MN 55075
 Phone 651-455-3600 Fax 651-455-0282

Organization Tre Lag Stevens
Contact Person Dick Lundgren
Address

Start Date of Meeting 08/03/2016
Sales Manager Georgene Vesey
Telephone 952-288-5141
Fax
Today's Date 09/30/2015

Function Room Assignments are not guaranteed.

Date	Time	Room	Event	Set-up	#PPL	Fee
08/03/2016	12:00 AM - 11:59 PM	Kaposia Ballroom	Meeting w/Breaks	Special Set	100	
08/03/2016	07:00 AM - 11:59 PM	Rivers Ballroom	Meeting w/Breaks	Special Set	100	
08/04/2016	12:00 AM - 11:59 PM	Kaposia Ballroom	Meeting w/Breaks	Special Set	100	
08/04/2016	12:00 AM - 11:59 PM	Rivers Ballroom	Meeting w/Breaks	Special Set	100	
08/05/2016	12:00 AM - 11:59 PM	Rivers Ballroom	Meeting w/Breaks	Special Set	100	
08/05/2016	12:00 AM - 11:59 PM	Kaposia Ballroom	Meeting w/Breaks	Special Set	100	
08/06/2016	12:00 AM - 11:59 PM	Kaposia Ballroom	Meeting w/Breaks	Special Set	100	
08/06/2016	12:00 AM - 11:59 PM	Rivers Ballroom	Meeting w/Breaks	Special Set	100	

Billing Information

The estimated cost of this event is \$0.

Method of Payment

Credit Card # Expiration Cardholder

Authorized Signature Menu Due Date 07/25/2016

Deposit Required \$1000 Deposit Due Date 09/18/2015 Guaranteed Count Due 07/25/2016

Special Billing/Instructions

If all terms and conditions meet with your approval, please sign and return one copy of this agreement for our records by 09/18/2015. Your signature will convert these arrangements from a TENTATIVE to a DEFINITE status. If this confirmation is not returned by the above date, the hotel reserves the right to release the meeting room and cancel this booking.

Hotel Representative

Name Georgene Vesey

Title Sales & Catering Director

Date 9-30-2015

Signature Georgene R Vesey

Client Representative

Name _____

Title _____

Date _____

Signature _____

Banquet Event Order

Clarion South Saint Paul

701 Concord Street South, South Saint Paul, MN 55075
Phone 651-455-3600 Fax 651-455-0282

Function Date Thursday 08/04/2016
Organization Tre Lag Stevene
Contact - On Site Dick Lundgren -
Address

Room Kaposia Ballroom
Time 12:00 AM - 11:59 PM
Function Type Convention
Catering Mgr. Georgene Vesey
Set For 70 **Guarantee**
BEO # 322404 **Status** Definite

Telephone 952-288-5141 **Fax**
Post As Tre Lag Stevene

FOOD REQUIREMENTS

Time	Qty	Menu	Unit	Total
11:00 AM	70	Assorted Box Lunch Sandwich Beverages	\$9.50	\$665.00

Set-Up

Special Instructions

Special Set

Estimated Charges

Food	\$665.00	Room Rental	\$0.00	Service	\$139.65
Beverage	\$0.00	Staff	\$0.00	Tax	\$57.33
Audio/Visual	\$0.00	Miscellaneous	\$0.00	Total Charges	\$861.98

Payment Instructions

Payment Method

Accounting _____ Check #: _____ BEO Id 322404

I have read the above arrangements, attached Catering Policies. To confirm these arrangements, please review and sign each Banquet Event Order then return to the hotel by the 07/25/2016. A deposit in the amount of \$0 is due on . Final Menu Due By: 07/25/2016. The final guarantee number of guests is due by 07/25/2016. Should the final guarantee not be received by this date, the above Set For number will be the basis for the billing charges. Food, Beverage, Audio/Visual and Rental Prices are subject to Service Charge and Sales Tax will be added to charges outlined above. The hotel reserves the right to relocate your function(s) to another room.

Client Signature _____

Title _____

Date _____

Hotel Representative _____

Title _____

Date _____

Banquet Event Order

Clarion South Saint Paul

701 Concord Street South, South Saint Paul, MN 55075
Phone 651-455-3600 Fax 651-455-0282

Function Date Friday 08/05/2016
Organization Tre Lag Stevene
Contact - On Site Dick Lundgren -
Address

Telephone 952-288-5141 **Fax**
Post As Tre Lag Stevene

Room Rivers Ballroom
Time 05:00 PM - 09:00 PM
Function Type Convention
Catering Mgr. Georgene Vesey
Set For est **Guarantee** 100
BEO # 322257 **Status** Definite

FOOD REQUIREMENTS

Time	Qty	Menu	Unit	Total
06:30 PM	100	Friday Night Banquet Plate and Serve Red Beet Salad Meatballs, Pork Loin, Salmon Baby reds, Hot Veggie Dessert Water and coffee Estimates for the event	\$25.00	\$2,500.00

Set-Up

Special Set
All of the numbers are estimates

Special Instructions

*Each room will have a special set this will be discussed at our final meeting on 7/19/2016
Along with all final numbers

- * They are able to have a hospitality room with coffee and food
- * The room Rate for a room with 2 beds is 75.00 per room plus tax per double occupancy more than 2 people will be an additional 10.00 per room
- *The Fee for the Rentals of all the Banquet Rooms (Rivers Ballroom, Kaposia Ballroom , Concord Ballroom) will be waived if the 8000.00 in food, tax and gratuity are included and guest rooms is met . Otherwise it will be 250.00 per room for the 4 day event
- * Gluten free meals will be offered (advance notice is appreciated)
- If we have any or all of the equipment available PA Microphone etc .
the group will be able to use all of the equipment at no fee

All Numbers are Estimates at this time we will have final numbers given to us.

Estimated Charges

Food	\$2,500.00	Room Rental	\$0.00	Service	\$525.00
Beverage	\$0.00	Staff	\$0.00	Tax	\$215.53
Audio/Visual	\$0.00	Miscellaneous	\$0.00	Total Charges	\$3,240.53

Payment Instructions

Payment Method

Accounting _____ Check #: BEO Id 322257

Banquet Event Order

Clarion South Saint Paul

701 Concord Street South, South Saint Paul, MN 55075
Phone 651-455-3600 Fax 651-455-0282

Function Date Saturday 08/06/2016
Organization Tre Lag Stevene
Contact - On Site Dick Lundgren -
Address

Telephone 952-288-5141 **Fax**
Post As Tre Lag Stevene

Room Rivers Ballroom
Time 12:00 AM - 11:59 PM
Function Type Convention
Catering Mgr. Georgene Vesey
Set For 100 **Guarantee**
BEO # 322405 **Status** Definite

FOOD REQUIREMENTS

Time	Qty	Menu	Unit	Total
07:00 AM	100	Saturday Specail Breakfast Waffels Herring and Crackers Assorted Sweet Breads Jams and Lefsa Cheese Cucumbers	\$8.00	\$800.00

Set-Up

Special Set

Special Instructions

All Orders are estimate charges

Estimated Charges

Food	\$800.00	Room Rental	\$0.00	Service	\$168.00
Beverage	\$0.00	Staff	\$0.00	Tax	\$68.97
Audio/Visual	\$0.00	Miscellaneous	\$0.00	Total Charges	\$1,036.97

Payment Instructions

Payment Method

Accounting _____ Check #: _____ BEO Id 322405

I have read the above arrangements, attached Catering Policies. To confirm these arrangements, please review and sign each Banquet Event Order then return to the hotel by the 07/25/2016. A deposit in the amount of \$0 is due on . Final Menu Due By: 07/25/2016. The final guarantee number of guests is due by 07/25/2016. Should the final guarantee not be received by this date, the above Set For number will be the basis for the billing charges. Food, Beverage, Audio/Visual and Rental Prices are subject to Service Charge and Sales Tax will be added to charges outlined above. The hotel reserves the right to relocate your function(s) to another room.

Client Signature _____ **Title** _____ **Date** _____

Hotel Representative _____ **Title** _____ **Date** _____

**Group Contract as of 9/30/15
Tre Lag Stevens**



BY CHOICE HOTELS

Clarion Hotel

701 Concord Street South
South Saint Paul, MN 55075
(651) 455-3600
(651) 455-0282
GM.MN127@choicehotels.com

Contract Information

Group Name: Tre Lag Stevens	Group Account: 2283162
Arrival Date: Tuesday, August 02, 2016	
Departure Date: Wednesday, August 03, 2016	
Fixed Cut Off Date: Wednesday, July 27, 2016	
Company Name:	Group Contact: Lundgren, Dick
Address:	Email:
South Saint Pau, MN 55075	Phone: (952) 288-5141

Room Details

Room Block

TUE
8/2/16
NDD - 2 Double 40
Beds, No
Smoking
NK - 1 King 10
Bed, No
Smoking
NQQ - 2 Queen 10
Beds, No
Smoking

Group Rates

<u>Room Type</u>	<u>Single</u>	<u>Double</u>	<u>Extra</u>	<u>Child</u>
NDD - 2 Double Beds, No Smoking	75.00	75.00	10.00	0.00
NK - 1 King Bed, No Smoking	75.00	75.00	10.00	0.00
NQQ - 2 Queen Beds, No Smoking	75.00	75.00	10.00	0.00

*Additional rate changes apply

Billing Information

Tre Lag Stevene

Group Payment Type

GTD/Payment: 4 PM HOLD

Guest Payment Type

GTD/Payment: 4 PM HOLD

Charge Routing

Guests are responsible for all charges.

Contract Terms

Guarantee Policy

Your Reservation has been placed on a 4 PM hold.

Cancellation Policy

Please cancel any group room reservations by 4 PM local hotel time on the day of arrival to avoid a cancellation penalty

Cancellation Penalty Notes

Additional Information

Guest Signature

Date

Hotel Representative

Date