

**BANQUET EVENT ORDER**  
**McMenamins Edgefield**  
**2126 SW Halsey \* Troutdale, OR 97060**  
**Phone: 503.492.2777 Fax: 503.665.4209**



<b>Contact Name:</b>	Deborah Bogstad	<b>Contract Number:</b>	3306884
<b>Address:</b>	501 SE Hawthorne Suite 600 Portland, OR 97214	<b>Sales Coordinator:</b>	Jaclyn Wills
<b>Telephone:</b>	503-988-3277	<b>Booking Type:</b>	Meeting/Conference
<b>Fax:</b>		<b>Booking Name:</b>	Multnomah County Board of Commissioners
<b>E-mail:</b>	deborah.l.bogstad@co.multnomah.or.us	<b>Onsite Contact:</b>	Deborah Bogstad

**Tuesday, July 14, 2009**

Time	Room	Function	Set-up	Exp/Gtd	Rental	BEO #
11:00 AM - 05:00 PM	Red Fox Room	Meeting	As Is	12 / 0	\$200.00	3523114
<b>Post as: Multnomah County Board of Commissioners</b>						
<u>Timeline:</u>	11a- Event Space Available 12p- Event Start Time 5p- Event End Time 5p- Vacate Event Space					

Food	Set Up
<b>Black Rabbit Lunch Menu</b> <b>Serve Time: 12:00 PM</b> <b>Exp 12 / Gtd / Set</b> Group will be ordering from the Black Rabbit menu upon arrival. All food and hosted beverage will be posted to group folio with the applied service charge. *NO SEPARATE CHECKS*	Conference Table LINEN COLOR CHOICE: White
<b>Snacks and Breaks</b> <b>Serve Time: 12:00 PM</b> <b>Exp 12 / Gtd / Set</b> Water Service	<b>Payment Instructions</b>  Final payment is due immediately following scheduled event. Payment can be made with a credit card or cash. Thank you!
<b>Snacks and Breaks</b> <b>Serve Time: 02:30 PM</b> <b>Exp 12 / Gtd / Set</b> Replenish beverages at this time	

Deposit	Deposit Req.	Due Date	Paid Deposit	Due Amount	Description
Catering	100.00	07-06-09		100.00	50% of food and beverage minimum
	100.00			100.00	

Client Signature Required: \_\_\_\_\_

Date: \_\_\_\_\_



Multnomah County Board of Commissioners

Contract #: 3306884

Start Date: 14-JUL-09

### **General Conditions**

- \* All hosted food and beverage is subject to an 18% service charge. Please note: service charge does not apply toward the food and beverage minimum.
- \* A 17% service charge will be applied to the final bill for all audio visual equipment ordered through McMenamins Edgefield.
- \* In accordance with OLCC regulations, no one will be served alcoholic beverages without proper I.D. McMenamins Edgefield has a five-hour limit on all bar service. The event space must be vacated one hour after the bar closes and no later than the posted vacate time.
- \* Guaranteed number of guests is due 72 business hours prior to arrival.
- \* Menus, pricing and service charge are guaranteed 3 months prior to arrival.
- \* McMenamins Edgefield policy prohibits taping, tacking or stapling to any surface.
- \* Group will be responsible for providing, setting up and breaking down all of their own decorations.
- \* All deliveries must check in with the front desk.
- \* All decorations and rental items must be removed from the event space immediately following the event. McMenamins Edgefield is not responsible for any items left behind. This includes flowers, votives, cake stands and outside audio visual. Please make prior arrangements with your vendor(s) for removal of these items.
- \* McMenamins Edgefield cannot provide cooler space for flowers and/or cakes.
- \* Group will be billed for all table linens damaged beyond normal wear. For example, candle wax, burn marks etc.
- \* Only food and beverage purchased and consumed in the event space during the event will be applicable to the food and beverage minimum. No exceptions will be made.
- \* No outside food or beverage may be carried or consumed on McMenamins Edgefield property.
- \* McMenamins Edgefield prohibits the use of confetti, rice and birdseed.
- \* All event spaces are non-smoking.
- \* Should the party responsible for payment vacate the premises without paying the final bill, the credit card on file will be charged for the outstanding balance due.

Your signature below indicates your approval of the above menus, event details and general conditions.

Please sign and return a copy to the Events Office by Fax or Mail.

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Client Signature Required: \_\_\_\_\_

Date: \_\_\_\_\_