

Hilton Arlington (VA)

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Created: 5/12/2017

950 North Stafford Street Arlington, VA 22203
Phone: 703-528-6000 - Fax: 703-812-5127

Banquet Event Order

BEO #: 22530

Post As: Georgia Institute of Technology	Event Date: Tuesday, May 23, 2017
Account: Georgia Institute of Technology - Georgia Tech	Contact: Willie Pearson Jr.
Address: 925 Dalney Street Atlanta, GA 30332	Phone: 678-642-9304
Master Account: GIT	Fax:
Payment Method:	On-Site: Willie Pearson Jr.
Deposit:	Service Mgr: Felice Arrington
	Catering Mgr: Felice Arrington

Date	Time	Room	Function	Set-up	AGR	GTD	SET	Rental
Tue, May 23, 2017	8:00 AM - 8:45 AM	MASTERS BALLROOM PRE-FUNCTION AREA	Breakfast Buffet	EXST	45			
Tue, May 23, 2017	8:30 AM - 5:00 PM	MASTERS BALLROOM	General Session	CRES	60			\$ 400.00
Tue, May 23, 2017	8:30 AM - 5:00 PM	REMBRANDT BOARD ROOM	Meeting	EXST	5			\$ 100.00
Tue, May 23, 2017	12:00 PM - 12:30 PM	MASTERS BALLROOM PRE-FUNCTION AREA	Lunch Buffet	EXST	45			

MENU		SETUP	
Serve: 8:00 AM	Room: MASTERS BALLROOM PRE-FUNCTION	Event: 8:30 AM	Room: MASTERS BALLROOM
<p>American Breakfast Buffet - 45 ppl</p> <p>Chilled Orange and Cranberry Juice Build Your Own Parfait Bar Greek Yogurt, Berries, Fruit Cocktail, Honey and our House-made Granola (contains nuts) Bananas, Oranges and Apples Simply Scrambled Eggs Applewood Smoked Bacon Breakfast Potatoes Freshly Baked Muffins, and Breakfast Breads (may contain nut products) Freshly Brewed Coffee, Decaffeinated Coffee and A Selection of Hot Tazo Teas</p> <p>\$32.95 Per person</p>		<p>General Session / Breakouts</p> <p>--Set 10 Crescent Rounds of 6 for 60 (See Diagram) --Set Water, Glasses, Pads, Pens and Candies in Center of Each Table --No Head Table Required on this Day --Set Podium and Screen up Front</p> <p>--Set 1 Small Square Table in Corner of Matisse (for power station) --Set All F&B in Pre-Function Foyer</p> <p>** NOTE: Staff to CLOSE Airwalls at the Start of the Day for Breakout Groups. Staff to OPEN Airwalls for Closing Remarks (See Mr. Pearson for direct instructions) **</p>	
Serve: 12:00 PM	Room: MASTERS BALLROOM PRE-FUNCTION	Event: 8:30 AM	Room: REMBRANDT BOARD ROOM
<p>Deli Buffet - 45 ppl</p> <p>Fresh Fruit Cocktail Pasta Salad House Made Potato Chips Chef's Vegetarian Soup du Jour Virginia Ham with Smoked Turkey Salad Sliced Smoked Turkey Breast Sliced Baltimore Pit Beef Fresh Bakery Buns, Croissants & Rolls Sliced Cheddar & Swiss Cheese Crisp Lettuce, Sliced Tomato, Pickles & Condiments Freshly Baked Cookies and Chocolate "Nut" Brownies Freshly Brewed Iced Tea Coffee and Hot Tea</p> <p>\$36.95 Per person</p>		<p>--Set Conference Style for 10 --Set Water, Glasses, Pads, Pens and Candies on Table</p>	
AUDIO/VISUAL			
		Event: 8:30 AM	Room: MASTERS BALLROOM
		<p>1 Podium Sound Package: Podium, Wired Microphone, and Speaker \$200.00 each per day</p> <p>1 Conference Room Projector Package: 2600 Lumen XGA DLP Video / Data Projector, Skirted Tripod Screen, AC Extension Cord & 6-Outlet Power Strip, AV Cart, Technician Assistance @ \$700.00 each per day</p> <p>3 Flipchart Package: Hardback Easel, Paper Pad, 4 Color Markers, Masking Tape @ \$55.00 each per day</p> <p>1 Complimentary Power Dome (for power station) @ \$0.00 each per day</p> <p>1 Complimentary Laptop Sound @ \$0.00 each per day</p>	
		Event: 8:30 AM	Room: REMBRANDT BOARD ROOM

Food and Beverage is subject to 10% Sales Tax, Audio Visual 5.5% tax and Meeting Room Rental 8.2% tax. All charges are subject to a 22% service charge. Final Guarantee is Due by 12 Noon, Three Business Days Prior to Event, or the Expected Number Becomes the Guarantee.

Authorized Signature

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Payment Method: Deposit:	

Dietary Restrictions Include:
 3-4 Vegetarians
 1 NO Nuts, NO Nut Products
 1 NO Shellfish
 (Please Label All Food Items on the Buffets)

No AV Required

All audio visual services must be arranged through the Hotel's A/V company. All A/V charges are subject to 22% service charge, which is subject to local tax. Equipment or services cancelled within 24 hours of event will be charged at full price. Special A/V request requires a 24 hour advanced notice.

BEVERAGE SERVICE

MISCELLANEOUS/PAYMENT METHOD

Event: 8:30 AM Room: MASTERS BALLROOM
 1 AT&T Wi-Fi Bundle Access (GIT2) @ \$200.00 per day
 1 COMP HARD WIRED Connection @ \$0.00 per day

Event: 8:30 AM Room: REMBRANDT BOARD ROOM
 Complimentary Wi-Fi Access In
 Remb. (GIT2)

Storage of box (es) and delivery to room location incur a one time fee of \$5.00 per box. It is the group's responsibility to call the carrier in order to have the boxes picked-up, as well as preparing the labeling. Boxes left in the hotel after the group departs, which are not being picked up by a carrier, will be disposed of.

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