

# OAK RIDGE

HOTEL & CONFERENCE CENTER

**Group Name:** Center for Leadership Philanthropy  
**Group Contact:** Ms. Pam McAllister, Co-Founder & CEO  
**E-Mail:** pam@leadershipphilanthropy.com  
**Address:**  
**Phone:** (206)686-2243  
**Fax:**  
**On-Site Contact:** Jim Lord & Jacqueline Gromada  
**Sales Manager:** Kelly Parkhurst  
**Conference Mgr.:** Shelby Sisler  
**VIP's:** Jim Lord & Jacqueline Gromada

**Post As:** Center for Leadership Philanthropy  
**Meeting Type:** Meeting  
**RES ID:** 0428CLP  
**Billing Address:** Same  
**Category:** CMP  
**Housing:** Rooming List  
**Market Segment:** SMERF (Social)  
**Arrival Date:** 4/27/2018  
**Departure Date:** 4/30/2018

**COMPANY BIO:** The Center for Leadership Philanthropy launched in January 2016, but our story began decades earlier, when co-founder Jim Lord wrote *The Raising of Money* (one of the very first books in the field) and co-founder Pam McAllister left her law practice to work for environmental nonprofits.

**GOALS OF MEETING:** Engaged Donor Workshop - Discover how to get breakthrough results and develop high-potential relationships with the people who can do the most for your institution or cause. If you work in major, principal, or planned giving ... are involved in a major campaign ... or want to shift your organization into "big thinking and big results" mode ... you deserve this strategic retreat.

## OVERNIGHT & DAY GUEST COUNTS / GROUP RATE INFORMATION

Room Type / Package	RATE CODE	Rate (Per Person Per Day)	Thu 4/26	Fri 4/27	Sat 4/28	Sun 4/29	Mon 4/30	Tue 5/1	Wed 5/2	Thu 5/3	Fri 5/4	Sat 5/5	Sun 5/6
Guestroom Only (MASTER)	RMGN	\$120.00 + Tax	1	2			1	1			1	1	c/o
Guestroom Only (EPO)	RMGN	\$120.00 + Tax		9			5						
CMP – Single (MASTER)	G110	\$230.00+ Tax			2	2			1	1			
CMP- Single (SPLIT BILLING)	G110	\$230.00 + Tax			14	13							
½ DMP w/ Lunch & Dinner		\$115.00 + Tax			3								
DMP w/ Dinner	D4	\$125.00 + Tax				3							
½ DMP w/ Lunch	D2	\$85.00 + Tax					3						
<b>Total Guestrooms</b>			1	11	16	15	6	1	1	1	1	1	c/o
<b>Total Guests</b>			1	11	19	18	18	6	1	1	1	1	1

\*If a Rooming List has been submitted, the numbers above reflect that list. If the Rooming List has not been submitted, the numbers above reflect the contract. In either situation, Center for Leadership Philanthropy will be responsible for the number of sleeping rooms contracted per day, as outlined in the original contract.

# OAK RIDGE

HOTEL & CONFERENCE CENTER

## BILLING INFORMATION

Charges to be billed to the Master Account (M) or Individual Guest Folios (I)

<b>GUESTROOM and PACKAGE:</b>	(M)	(I)	NOTES	<b>INCIDENTALS:</b>	(M)	(I)	NOTES
Room Only and Tax		X*	See Notes	Additional Audio Visual	X		
Package (ex. CMP, Room & Breakfast) and Tax	\$110	\$120	Split Billing/ See Notes	Business Services	X		
DMP, ½ DMP	X			Wireless Internet Access	<b>COMPLIMENTARY</b>		
Early Arrival and Stay-over		X		Telephone Calls		X*	See Notes
Room only and/or Package No Shows	X			Transportation		X*	See Notes
Early Departures		X		Gift Shop		X*	See Notes
<b>FOOD &amp; BEVERAGE:</b>				Dry Cleaners		X*	See Notes
Planned Food Functions	X			<b>RECREATION:</b>			
Additional Meals-Lakeview Lounge		X*	See Notes	Recreation/Teambuilding			
Additional Meals-Seasons Restaurant		X*	See Notes				
Additional Meals-Room Service		X*	See Notes				
Lakeview Lounge Alcohol Charges		X*	See Notes				
Seasons Restaurant Alcohol Charges		X*	See Notes				

## SPECIAL INSTRUCTIONS

### **SPECIAL CONCESSIONS ON CONTRACT:**

- Complimentary soft set seating will be added to the back of the room (valued at \$500.00)
- Private dining room for Saturday dinner will be provided complimentary (valued at \$250.00)

### • **ACCOUNTING:**

- **Individuals Authorized to Sign to Master Account: Jim Lord & Jacqueline Gromada**
- **Additional Billing Notes:**
- Jim Lord will be here for **both** Center for Leadership Philanthropy Meetings.
  - 1<sup>st</sup> meeting: April 28<sup>th</sup> – April 30<sup>th</sup>
  - 2<sup>nd</sup> meeting: May 2<sup>nd</sup>-May 4<sup>th</sup>.
  - All charges from his entire stay 4/26 – 5/6 will be charged towards the 1<sup>st</sup> contract.
- **Charges will be billed to credit card on file.**

Ms. Pam McAllister  
Center for Leadership Philanthropy

### • **NOTE TO ALL DEPARTMENTS:**

- Group has requested to keep the hallways surrounding their conference room as quiet as possible. Please make sure doors are closed at all times and staff is aware of their request while they are walking past the conference room talking or pulling equipment.

### • **RESERVATIONS:**

- Jim Lord and Jacqueline Gromada entire stay to master account (guestroom only, CMP Single, and incidentals)
- All other guests will be split billing
  - Guestrooms/ Guestroom Portion of CMP Package - \$120.00 EPO
  - Meeting Portion of Package - \$110.00 – MASTER ACCOUNT
- Jim Lord has requested a refrigerator/microwave combo in his guestroom

# OAK RIDGE

HOTEL & CONFERENCE CENTER

It is our objective at Oak Ridge Hotel and Conference Center to exceed your expectations for a successful meeting for our guests and we take every necessary step to do so. The attached is a facsimile of your Banquet Event Orders (BEOs) outlining your upcoming meeting and functions.

Please be advised, final guarantee for all functions must be given 5 business days prior to the date of each function.

Please review all of the above and attached information and sign or initial each Banquet Event Order below as approved and return the signed documents to Shelby Sisler at 952-368-1494 fax or [shelby.johnson@compass-usa.com](mailto:shelby.johnson@compass-usa.com).

Packages quoted include the following charges: 1) service charge of 10% of the total food and beverage revenue plus applicable taxes which will be distributed to applicable servers and wait staff, and 2) an Administrative Charge of 11% of the total food and beverage revenue plus applicable taxes which will be retained by Oak Ridge to cover discretionary costs of the event. The Administration Charge is not a tip, gratuity or service charge for employees. Any additional food and beverage revenue is subject to the above mentioned service/administrative charge.

An Administrative Charge of 21% of the total room rental and audio-visual revenue plus applicable taxes which will be retained by Oak Ridge to cover discretionary costs of the event. The Administration Charge is not a tip, gratuity or service charge for employees.

I have read and acknowledged the attached Resume and Banquet Event Orders and guarantee that my organization is responsible for all guestroom, meeting and meal arrangements as well as charges posted to the Master Bill as noted. Oak Ridge Hotel and Conference Center reserves the right to change meeting room assignments based on comparable space at any time.

Signature: \_\_\_\_\_

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

Please return signed documents to:  
Shelby Sisler at 952-368-1494 fax or [shelby.johnson@compass-usa.com](mailto:shelby.johnson@compass-usa.com)

# OAK RIDGE HOTEL & CONFERENCE CENTER

✓ **REVISED**

1 Oak Ridge Drive Chaska, MN USA 55318  
Phone: 952-368-1419 - Fax: 952-368-1494

BEO #: 68,116

1 of 1

Page:

Print Date: 4/23/2018 1:34pm

## Banquet Event Order

<b>Account:</b> Center for Leadership Philanthropy	<b>Event Date:</b> Friday, April 27, 2018
<b>Post As:</b> Center for Leadership Philanthropy	<b>Contact:</b> Ms. Pam McAllister
<b>Address:</b>	<b>Phone:</b> (206)686-2243
	<b>Fax:</b>
	<b>On-Site:</b> Jim Lord & Jacqueline Gromada
<b>Category:</b> Complete Meeting Package	<b>Sales Manager:</b> Kelly Parkhurst
<b>RES ID:</b> 0428CLP	<b>Planner:</b> Shelby Sisler

Date	Time	Room	Function	Set-up	AGR	EXP	GTD	Rental
4/27/18	3:00 PM - 10:00 PM	Lobby	Check-In		10	10	✓	
4/27/18	5:00 PM - 10:00 PM	200	Setup					

### Meeting Room Setup

Room: 200

(See Diagram)

Meeting Room Setup: 4 Crescent Rnds of 5 w/ Conference Chairs  
PITCHERS OF WATER w/ GLASS GLASSES, Pads, and Pens  
on Meeting Room Tables

**No Candy or Plastic Water Bottles Needed**

SKIRTED Facilitator Table & 1 Chair at front of room

Soft Set Seating for 5 in back of room

SKIRTED Materials Table

**STAFF: KEEP C200 DOORS SHUT AT ALL TMES**

### Audio Visual

Room: 200

1 Projection Screen- Complimentary

2 Post-It Flip Chart UPGRADE from Standard Flip Chart Package

1 Projection Screen - Included in Package

1 Power Strip (at Facilitator Table)

**No A/V Charges on Setup Day**

### Additional Requirements

### Menu Requirements

(1) Guest - Jim Lord stayed overnight on a guestroom only rate.

✓ (10) Guests checking in on a guestroom only rate. All food and beverage is each pay own.

### Beverage Requirements

Seasons and Lakeview Lounge alcohol charges are each pay own.

Individuals Authorized to Sign to Master: Jim Lord & Jacqueline Gromada

Final guaranteed attendance for this function is due five (5) business days prior to function and cannot be reduced once given. If an attendance guarantee is not provided, expected number will become attendance guarantee. A \$250.00 labor fee will be charged for any onsite meeting room set up changes. Room rental is subject to a facility fee. Prices are subject to current service charge and sales tax. Service Charges are allocated between employees as gratuities and the Hotel for administrative expenses as set forth in your contract.

Organization Authorized Signature

Date

Hotel Representative Signature

Date

# OAK RIDGE HOTEL & CONFERENCE CENTER

**REVISED**

1 Oak Ridge Drive Chaska, MN USA 55318  
Phone: 952-368-1419 - Fax: 952-368-1494

BEO #: **68,117**

1 of 2

Page:

Print Date: 4/23/2018 2:26pm

## Banquet Event Order

<b>Account:</b> Center for Leadership Philanthropy <b>Post As:</b> Center for Leadership Philanthropy <b>Address:</b>	<b>Event Date:</b> <b>Saturday, April 28, 2018</b> <b>Contact:</b> Ms. Pam McAllister <b>Phone:</b> (206)686-2243 <b>Fax:</b> <b>On-Site:</b> Jim Lord & Jacqueline Gromada
<b>Category:</b> Complete Meeting Package <b>RES ID:</b> 0428CLP	<b>Sales Manager:</b> Kelly Parkhurst <b>Planner:</b> Shelby Sisler

Date	Time	Room	Function	Set-up	AGR	EXP	GTD	Rental
4/28/18	7:00 AM - 12:00 PM	200	Setup					
4/28/18	10:45 AM - 11:00 AM	200	Box Lunch Delivery		19	19		
4/28/18	11:00 AM - 7:00 PM	200	Meeting	Rounds	19	19		
4/28/18	1:30 PM - 4:30 PM	206	Nourishment Break		19	19		
4/28/18	5:15 PM - 6:15 PM	300	CMP Dining #2		19	19		
4/28/18	6:30 PM - 9:00 PM	200	Evening Meeting		19	19		

### Meeting Room Setup

**Room: 200**

Skirted table outside of conference room 200 for box lunch delivery

**'Private Lunch Signage'**

**Room: 200**

Meeting Room Set-up: 4 Crescent Rounds of 5

PITCHERS OF WATER w/ GLASS GLASSES, Pads, and Pens on Meeting Room Tables

**No Candy or Plastic Water Bottles Needed**

SKIRTED Facilitator Table & 1 Chair at front of room

Soft Set Seating for 5 in back of room

SKIRTED Materials Table

**STAFF: KEEP C200 DOORS SHUT AT ALL TIMES**

**Room: 300**

Room Setup: 2 Rounds of 10 w/ linen and bubble bowl centerpieces

\*\*\*\*\*

**NOTE TO STAFF:**

**Group has requested to keep the hallways surrounding their conference room as quiet as possible. Please make sure doors are closed at all times and all staff is aware of their request while walking past conference room talking or pulling equipment.**

\*\*\*\*\*

### Audio Visual

**Room: 200**

### Menu Requirements

**Room: 200**

#### BOX LUNCH DELIVERY 11AM

- ✓ 2 Vegetarian Wrap - NO CHEESE @\$19.00 each
- ✓ 2 Smoked Turkey Breast - GLUTEN FREE @\$19.00 each
- ✓ 7 Smoked Turkey Breast @ \$19.00 each
- ✓ 5 Black Forest Ham @ \$19.00 each
- ✓ 3 Roast Beef @ \$1.00 each

Whole Wheat Bread

Lettuce, Swiss Cheese & Tomato

Coleslaw - GF

Individual Potato Chips

Seasonal Whole Fruit

Whole Kosher Dill Pickle

Chocolate Chip Cookie

Assorted Sodas & Bottled Water

Served with Salt, Pepper, Mayonnaise, Mustard, Napkins, and Plastic Cutlery

**Room: 200**

- ✓ **Accounting Box Lunch Notes:**  
(3) day guests will be on packages that include lunch - their box lunches will be at the \$1.00 Surcharge

- ✓ (16) overnight guests will be on a package that starts with PM Break - their box lunches will be at the ala carte price of \$19.00

Final guaranteed attendance for this function is due five (5) business days prior to function and cannot be reduced once given. If an attendance guarantee is not provided, expected number will become attendance guarantee. A \$250.00 labor fee will be charged for any onsite meeting room set up changes. Room rental is subject to a facility fee. Prices are subject to current service charge and sales tax. Service Charges are allocated between employees as gratuities and the Hotel for administrative expenses as set forth in your contract.

Organization Authorized Signature

Date

Hotel Representative Signature

Date

# OAK RIDGE HOTEL & CONFERENCE CENTER

**REVISED**

1 Oak Ridge Drive Chaska, MN USA 55318  
Phone: 952-368-1419 - Fax: 952-368-1494

BEO #: 68,117

Page: 2 of 2

Print Date: 4/23/2018 2:26pm

## Banquet Event Order

<b>Account:</b> Center for Leadership Philanthropy <b>Post As:</b> 5Center for Leadership Philanthropy <b>Address:</b>	<b>Event Date:</b> Saturday, April 28, 2018
	<b>Contact:</b> Ms. Pam McAllister <b>Phone:</b> (206)686-2243 <b>Fax:</b> <b>On-Site:</b> Jim Lord & Jacqueline Gromada
<b>Category:</b> Complete Meeting Package <b>RES ID:</b> 0428CLP	<b>Sales Manager:</b> Kelly Parkhurst <b>Planner:</b> Shelby Sisler

### Audio Visual

- 1 Projection Screen- Complimentary
- 2 Post-It Flip Chart UPGRADE from Standard Flip Chart Package @ \$25.00 Each
- 1 Projection Screen - Included in Package
- 1 Powerstrip (at Facilitator Table)

### Additional Requirements

- ✓ 3 1/2 DMP w/ Lunch & Dinner @ \$115.00 Each  
(16 Guests on CMP Package starting with PM Break)

### Menu Requirements

**Room: 206**

**PM BREAK RELOCATED TO C206**  
CS: Please provide private break signage outside of c206

**(16) Guests on a CMP Package beginning with PM Break**

**CONFERENCE ROOM 300 - CMP DINING LOCATION #2**

#### CULINARY/ F&B NOTES:

**CMP Dining Location #1 - Garden Vista. This room will not have enough space to hold all CMP Dining Guests. CMP Dining Location #2 will be held in Conference Room 300.**

**CMP Dining Location #2 will be a Private Dinner for Center for Leadership Philanthropy. Dinner will be same food items as CMP Dining Location #1 - served FAMILY STYLE**

\*\*\*\*\*

#### DIETARY RESTRICTIONS

- Anne McCarthy - Gluten Free, No Chicken, No Tomatoes ✓
- Emily Drygas - Shellfish Allergy
- Jane Vosper - Low Carb & Dairy Free

### Beverage Requirements

**Alcohol charges in Seasons and Lakeview Lounge are each pay own.**

**Individuals Authorized to Sign to Master: Jim Lord & Jacqueline Gromada**

Final guaranteed attendance for this function is due five (5) business days prior to function and cannot be reduced once given. If an attendance guarantee is not provided, expected number will become attendance guarantee. A \$250.00 labor fee will be charged for any onsite meeting room set up changes. Room rental is subject to a facility fee. Prices are subject to current service charge and sales tax. Service Charges are allocated between employees as gratuities and the Hotel for administrative expenses as set forth in your contract.

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1 Oak Ridge Drive Chaska, MN USA 55318  
Phone: 952-368-1419 - Fax: 952-368-1494

BEO #: **68,118**

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Print Date: 4/23/2018 1:30pm

## Banquet Event Order

<b>Account:</b> Center for Leadership Philanthropy <b>Post As:</b> Center for Leadership Philanthropy <b>Address:</b>	<b>Event Date:</b> <b>Sunday, April 29, 2018</b> <b>Contact:</b> Ms. Pam McAllister <b>Phone:</b> (206)686-2243 <b>Fax:</b> <b>On-Site:</b> Jim Lord & Jacqueline Gromada
<b>Category:</b> Complete Meeting Package <b>RES ID:</b> 0428CLP	<b>Sales Manager:</b> Kelly Parkhurst <b>Planner:</b> Shelby Sisler

Date	Time	Room	Function	Set-up	AGR	EXP	GTD	Rental
4/29/18	7:00 AM - 9:30 AM	Seasons Restaurant	Breakfast		16	16	✓	
4/29/18	7:30 AM - 11:30 AM	2nd Floor Kiosk	Nourishment Break		19	19	✓	
4/29/18	8:00 AM - 9:00 PM	200	Meeting	Rounds	19	19	✓	
4/29/18	11:30 AM - 1:30 PM	Seasons Restaurant	Lunch		19	19	✓	
4/29/18	1:30 PM - 4:30 PM	2nd Floor Kiosk	Nourishment Break		19	18	✓	
4/29/18	6:00 PM - 9:00 PM	TBA	Dinner		18	18	✓	

### Meeting Room Setup

**Room: 200**

Meeting Room Set-up: 4 Crescent Rounds of 5  
 PITCHERS OF WATER w/ GLASS GLASSES, Pads and Pens on  
 Meeting Room Tables

**No Candy or Plastic Water Bottles Needed**

Facilitator Table & 1 Chair at front of room

Soft Set Seating for 5 in back of room

SKIRTED Materials Table

**STAFF: KEEP C200 DOORS SHUT AT ALL TIMES**

\*\*\*\*\*

**NOTE TO STAFF:**

Group has requested to keep the hallways surrounding  
 their conference room as quiet as possible. Please make  
 sure doors are closed at all times and all staff is aware of  
 their request while walking past conference room talking or  
 pulling equipment.

\*\*\*\*\*

### Audio Visual

**Room: 200**

1 Projection Screen- Complimentary

2 Post-It Flip Chart UPGRADE from Standard Flip Chart Package

1 Projection Screen - Included in Package

Powerstrip (at Facilitator Table)

### Additional Requirements

✓ 3 DMP - Full w/Dinner @ \$125.00 Each

### Menu Requirements

**Room: Seasons Restaurant**

Seasons - Take guest count at  
 breakfast; Report final number to Sales ✓

**Room: TBA**

**CMP Dining - Garden Vista**

Seasons Closed for Private Event -

Seasons Dinner Buffet relocated to

Garden Vista

✓ (16) Guests stayed overnight on a CMP Package

### DIETARY RESTRICTIONS ✓

Anne McCarthy - Gluten Free, No Chicken, No Tomatoes

Emily Drygas - Shellfish Allergy

Jane Vosper - Low Carb & Dairy Free

### Beverage Requirements

Seasons and alcohol charges are each pay own.

Individuals Authorized to Sign to Master: Jim Lord &  
 Jacqueline Gromada

Final guaranteed attendance for this function is due five (5) business days prior to function and cannot be reduced once given. If an attendance guarantee is not provided, expected number will become attendance guarantee. A \$250.00 labor fee will be charged for any onsite meeting room set up changes. Room rental is subject to a facility fee. Prices are subject to current service charge and sales tax. Service Charges are allocated between employees as gratuities and the Hotel for administrative expenses as set forth in your contract.

Organization Authorized Signature

Date

Hotel Representative Signature

Date

# OAK RIDGE HOTEL & CONFERENCE CENTER

**REVISED**

1 Oak Ridge Drive Chaska, MN USA 55318  
Phone: 952-368-1419 - Fax: 952-368-1494

BEO #: **68,118**

Page: 2 of 2

Print Date: 4/23/2018 1:30pm

## Banquet Event Order

<b>Account:</b> Center for Leadership Philanthropy <b>Post As:</b> Center for Leadership Philanthropy <b>Address:</b>	<b>Event Date:</b> <b>Sunday, April 29, 2018</b>
	<b>Contact:</b> Ms. Pam McAllister <b>Phone:</b> (206)686-2243 <b>Fax:</b> <b>On-Site:</b> Jim Lord & Jacqueline Gromada
<b>Category:</b> Complete Meeting Package <b>RES ID:</b> 0428CLP	<b>Sales Manager:</b> Kelly Parkhurst <b>Planner:</b> Shelby Sisler

### Additional Requirements

(15 Guests on CMP Package starting  
w/ PM Nourishment Break)

Final guaranteed attendance for this function is due five (5) business days prior to function and cannot be reduced once given. If an attendance guarantee is not provided, expected number will become attendance guarantee. A \$250.00 labor fee will be charged for any onsite meeting room set up changes. Room rental is subject to a facility fee. Prices are subject to current service charge and sales tax. Service Charges are allocated between employees as gratuities and the Hotel for administrative expenses as set forth in your contract.

Organization Authorized Signature

Date

Hotel Representative Signature

Date

# OAK RIDGE HOTEL & CONFERENCE CENTER



1 Oak Ridge Drive Chaska, MN USA 55318  
Phone: 952-368-1419 - Fax: 952-368-1494

BEO #: 68,119

Page: 1 of 2

Print Date: 4/23/2018 1:30pm

## Banquet Event Order

<b>Account:</b> Center for Leadership Philanthropy	<b>Event Date:</b> Monday, April 30, 2018
<b>Post As:</b> Center for Leadership Philanthropy	<b>Contact:</b> Ms. Pam McAllister
<b>Address:</b>	<b>Phone:</b> (206)686-2243
	<b>Fax:</b>
	<b>On-Site:</b> Jim Lord & Jacqueline Gromada
<b>Category:</b> Complete Meeting Package	<b>Sales Manager:</b> Kelly Parkhurst
<b>RES ID:</b> 0428CLP	<b>Planner:</b> Shelby Sisler

Date	Time	Room	Function	Set-up	AGR	EXP	GTD	Rental
4/30/18	7:00 AM - 9:30 AM	Seasons Restaurant	Breakfast		15	15		
4/30/18	7:30 AM - 11:30 AM	2nd Floor Kiosk	Nourishment Break		18	18		
4/30/18	8:00 AM - 1:30 PM	200	Meeting	Rounds	18	18		
4/30/18	11:00 AM - 11:15 AM	200	Box Lunch Delivery		18	18		

### Meeting Room Setup

#### Room: 200

Meeting Room Set-up: 4 crescent rounds of 5  
PITCHERS OF WATER w/ GLASS GLASSES, Pads and Pens on  
Meeting Room Tables

**No Candy or Plastic Water Bottles Needed**

SKIRTED Facilitator Table & 1 Chair at front of room

Soft Set Seating for 5 in back of room

SKIRTED Materials Table

**STAFF: KEEP C200 DOORS CLOSED AT ALL TIMES**

#### Room: 200

Skirted Table outside of c200 for box lunch delivery  
**'Private Lunch' Signage**

\*\*\*\*\*

#### NOTE TO STAFF:

Group has requested to keep the hallways surrounding  
their conference room as quiet as possible. Please make  
sure doors are closed at all times and all staff is aware of  
their request while walking past conference room talking or  
pulling equipment.

\*\*\*\*\*

### Audio Visual

#### Room: 200

1 Projection Screen- Complimentary

2 Post-It Flip Chart UPGRADE from Standard Flip Chart Package

1 Projection Screen - Included in Package

Powerstrip (at Facilitator Table)

### Additional Requirements

### Menu Requirements

#### Room: Seasons Restaurant

Seasons - Take guest count during  
breakfast; Report final number to Sales

#### Room: 200

#### BOX LUNCH DELIVERY @ 11AM

- 2 Vegetarian Wrap - NO CHEESE @\$1.00 each
- 2 Smoked Turkey Breast - GLUTEN FREE @\$1.00 each
- 7 Smoked Turkey Breast @\$1.00 each
- 3 Roast Beef @\$1.00 each
- 4 Black Forest Ham @\$1.00 each
- Ciabatta
- Lettuce, Swiss Cheese & Tomato
- Coleslaw - GF
- Individual Potato Chips
- Seasonal Whole Fruit
- Whole Kosher Dill Pickle
- Chocolate Chip Cookie
- Assorted Sodas & Bottled Water
- Served with Salt, Pepper, Mayonnaise, Mustard, Napkins,  
and Plastic Cutlery

Final guaranteed attendance for this function is due five (5) business days prior to function and cannot be reduced once given. If an attendance guarantee is not provided, expected number will become attendance guarantee. A \$250.00 labor fee will be charged for any onsite meeting room set up changes. Room rental is subject to a facility fee. Prices are subject to current service charge and sales tax. Service Charges are allocated between employees as gratuities and the Hotel for administrative expenses as set forth in your contract.

Organization Authorized Signature

Date

Hotel Representative Signature

Date

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1 Oak Ridge Drive Chaska, MN USA 55318  
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BEO #: 68,119

Page: 2 of 2

Print Date: 4/23/2018 1:30pm

## Banquet Event Order

<b>Account:</b> Center for Leadership Philanthropy <b>Post As:</b> Center for Leadership Philanthropy <b>Address:</b>	<b>Event Date:</b> <b>Monday, April 30, 2018</b>
	<b>Contact:</b> Ms. Pam McAllister <b>Phone:</b> (206)686-2243 <b>Fax:</b> <b>On-Site:</b> Jim Lord & Jacqueline Gromada
<b>Category:</b> Complete Meeting Package <b>RES ID:</b> 0428CLP	<b>Sales Manager:</b> Kelly Parkhurst <b>Planner:</b> Shelby Sisler

### Additional Requirements

3 DMP - Half w/ Lunch @ \$85.00 Each

**CLIENT REMINDER:**  
Check-out is 12pm

(15) Guests on a CMP Package that ends with lunch. No PM Break ordered.

(6) Guests staying overnight on Monday night on a guestroom only rate. If anyone eats dinner charges are each pay own.

### DIETARY RESTRICTIONS

Anne McCarthy - Gluten Free, No Chicken, No Tomatoes  
Emily Drygas - Shellfish Allergy  
Jane Vosper - Low Carb & Dairy Free

### Beverage Requirements

Alcohol charges in Seasons and Lakeview Lounge are each pay own.

Individuals Authorized to Sign to Master: Jim Lord & Jacqueline Gromada

Final guaranteed attendance for this function is due five (5) business days prior to function and cannot be reduced once given. If an attendance guarantee is not provided, expected number will become attendance guarantee. A \$250.00 labor fee will be charged for any onsite meeting room set up changes. Room rental is subject to a facility fee. Prices are subject to current service charge and sales tax. Service Charges are allocated between employees as gratuities and the Hotel for administrative expenses as set forth in your contract.

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BEO #: **68,189**

Page: 1 of 1

Print Date: 4/20/2018 11:27am

## Banquet Event Order

<b>Account:</b> Center for Leadership Philanthropy <b>Post As:</b> Center for Leadership Philanthropy #1 <b>Address:</b>	<b>Event Date:</b> <b>Tuesday, May 1, 2018</b> <b>Contact:</b> Ms. Pam McAllister <b>Phone:</b> (206)686-2243 <b>Fax:</b> <b>On-Site:</b> Jim Lord & Jacqueline Gromada
<b>Category:</b> Complete Meeting Package <b>RES ID:</b> 0428CLP	<b>Sales Manager:</b> Kelly Parkhurst <b>Planner:</b> Shelby Sisler

Date	Time	Room	Function	Set-up	AGR	EXP	GTD	Rental
5/1/18	8:00 AM - 12:00 PM	Lobby	Check-Out		6	6		

<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 5px;"><b>Meeting Room Setup</b></div> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 5px;"><b>Audio Visual</b></div> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>Additional Requirements</b></div>	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 5px;"><b>Menu Requirements</b></div> <p>(5) Guests checking out. Breakfast charges are each pay own.</p> <p>(1) Guest- Jim Lord is staying overnight on a guestroom only rate.</p> <p>Jim Lord is authorized to charge meals and alcohol to the master account.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"><b>Beverage Requirements</b></div>
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Final guaranteed attendance for this function is due five (5) business days prior to function and cannot be reduced once given. If an attendance guarantee is not provided, expected number will become attendance guarantee. A \$250.00 labor fee will be charged for any onsite meeting room set up changes. Room rental is subject to a facility fee. Prices are subject to current service charge and sales tax. Service Charges are allocated between employees as gratuities and the Hotel for administrative expenses as set forth in your contract.

Organization Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Hotel Representative Signature \_\_\_\_\_ Date \_\_\_\_\_