



**SpringHill Suites East Rutherford**  
**Meadowlands/Carlstadt**  
192 Patterson Plank Road  
Carlstadt, NJ 07072  
Dean.johnson@concordhotels.com  
Phone: (201) 935-9400 Fax: (201) 935-9401

## BANQUET EVENT ORDER

Primary Contact	Email Address	Telephone
George Gaskin Auto Chlor	<a href="mailto:gpgaskin@autochlor.com">gpgaskin@autochlor.com</a>	949-244-7281

Deposit	Booked By
\$0.00	Dean Johnson
Payment Method	Catering Manager
Credit Card	Dean Johnson

*Final guarantee is due 3 days prior to event. Should final guarantee numbers not be provided, the stated expected number will represent the guarantee. \*\*No outside alcoholic beverage is permitted in the hotel or meeting rooms. \*\*If outside catering will be used for the group, please let us know.*

Date	Time	Location	Function	Setup	Est	Gte	Set	Room Rental
Wednesday, January 8, 2025	8:00am – 4:00pm	Gotham Room	Auto Chlor Meeting	Conference	10	10	10	\$350
Thursday, January 9, 2025	8:00am – 4:00pm	Gotham Room	Auto Chlor Meeting	Conference	10	10	10	\$350

CHARGES				
	Charges	Service Charge	Sales Tax	Total
Gotham room (per day charge)	\$350.00 per day	\$87.50 per day	\$5.80 per day	\$443.30 per day x 2 days

*An authorized credit card, cash, or certified check deposit for all catering, meeting room, and audio-visual charges is required no later than 72 hours in advance of the event date and a pre-authorization will be taken on the credit card at that time. Taxes and applicable fees will be added to all charges.*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date