

INVOICE

Invoice #INV3242

Issued 07/30/2018

Contact Kristin Earls

Phone Number 502-272-8461

Email kearls@bellarmine.edu

Event Knight of Knights 2018 Po # 0081285

Event Date 10/12/2018 - 10/12/2018

Venue Louisville Marriott Downtown

Notes Bellarmine at Marriott- Cocktails @ 6:00 Dinner @ 7: 00



Millennium Events

3104 Preston Hwy

Louisville, KY 40213

502.618.2525

Designer: Meredith

meredith@milleventsky.com

Bill To

Bellarmine University-Kristin Earls

PRODUCT	DESCRIPTION	QUANTITY	PRICE	TOTAL
ENTRY	ENTER INTO THE COCKTAIL LOUNGE THROUGH SALON VIII & SALON IX	0	\$0.00	\$0.00
Entry Decor	2 @ 300.00 - Drape the entry doors with flowing fabric . Lanterns and flowing greenery on gold metal pedestals on each side of the door	2	\$200.00	\$400.00
COCKTAIL/LOUNGE	THE LOUNGE AREA WILL BE A CHARMING SOUTHERN INSPIRED OASIS.	0	\$0.00	\$0.00
Focal backdrop	1 @ 3000.00 - Along the airwall we will create a backdrop to the bars & room with hedge walls, gold frames and panels of drape (leaving 2 openings into the main ballroom)	1	\$1,500.00	\$1,500.00
Specialty Bars	4 @ 200.00 - Gold mirror bars to place in front of the hedge wall backdrop	4	\$75.00	\$300.00
String Lights	1 @ 1850.00 - white string lights across the ceiling to give an Southern inspired outdoor feel (lounge only)	1	\$1,200.00	\$1,200.00
Lounge furniture	1 @ 2500.00 - groupings of conversation areas throughout the lounge -Ivory curved sofas with pillows , grass covered coffee tables, gold end tables with candle accents	1	\$1,500.00	\$1,500.00

PRODUCT	DESCRIPTION	QUANTITY	PRICE	TOTAL
Swing & Lighted trees	1 @ 1000.00 - Metal swing and a couple of lighted trees -Focal point of the lounge and great photo op	1	\$750.00	\$750.00
Cocktail tables	10 @ 10.00 - To spread throughout the lounge	10	\$5.00	\$50.00
Specailty Linens	10 @ 30.00 - Specialty linen for the cocktail tables inside the lounge	10	\$5.00	\$50.00
BALLROOM	WILL BE SET FOR 510 GUESTS. 46 ROUNDS (some 6, some 8, and some 10) & 12- 6' TABLES (6' X 30" WIDE & 6' X 18" WIDE PUT TOGETHER)	0	\$0.00	\$0.00
Bellarmino Shade	1 @ 550.00 - Large bellarmine shade with hanging wisteria over the dance floor	1	\$250.00	\$250.00
Bar stools	3 @ 12.50 - Black bar stools for the stage	3	\$5.00	\$15.00
Chair covers	510 @ 3.50 - chair covers	510	\$2.00	\$1,020.00
Specialty Linens	46 @ 30.00 - 132" Champagne Lush Chiffon(10) , Ivory Velvet Medallion (10), Morroco Swirl (13) and Ivory Crushed (13) for the round guest tables	46	\$5.00	\$230.00
Specialty Linens	12 @ 40.00 - 108" x 156" champagne textured for the 12- 6' double tables	12	\$5.00	\$60.00
Napkins	510 @ 1.00 - champagne napkins	510	\$0.50	\$255.00
Table #'s	58 @ 2.50 - Gold frame table #'s	58	\$2.00	\$116.00
HALL IN FRONT OF BALLROOM	Opens during event . Using Hotels cocktail tables	0	\$0.00	\$0.00
Porch	1 @ 1000.00- Photo op	1	\$500.00	\$500.00
Drape /Hedges	1 @ 450.00 - Drape the entrance (have ties on poles to be able to pull back . 8' hedge walls to block the view	1	\$200.00	\$200.00
Centerpiece Element	10 @ 60.00 - Ivory iron garden stand with large boxwood hedge balls	10	\$45.00	\$450.00

PRODUCT	DESCRIPTION	QUANTITY	PRICE	TOTAL
Stemmed Cylinders	10 @ 25.00 - Set of 3 skinny stemmed cylinders with floating candles for around the garden stand	10	\$15.00	\$150.00
Votives	350 @ 2.50 - For the guest tables and lounge and cocktail tables- 5 votives per round and 10 for the long tables	350	\$1.50	\$525.00
Donut Display	1 @ 750.00 - Donut display wall with side tables for extra display . Boxwood panels with wood center and pegs for donuts. Donut sign at the top. On both sides of the wall a table made with bourbon barrels for extra display	1	\$350.00	\$350.00
Labor	1 @ 2275.00 - Delivery, set and pick up (Large section of the room not available to set until 2:00 day of)	1	\$2,275.00	\$2,275.00
Signage	1 @ 260.00 - Signage for the 2 main bars in the cocktail area - on easels	1	\$150.00	\$150.00
Event Production		1	\$9,201.50	\$9,201.50
			SUBTOTAL	\$21,497.50
			TOTAL	\$21,497.50
			PAID	\$21,497.50
			BALANCE	\$0.00