

The Tower Hotel Oklahoma City

3233 Northwest Expressway - Oklahoma City - OK - 73112 - 405-842-6633 - Fax 405-842-3152

Banquet Event Order

BEO #: 913263

Status: Definite

Printed on: 11/2/2015 11:20:28 AM

Account: Lindenwood University Post As: Lindenwood University Breakfast Address: Deposit: Method of Payment: Credit Card, cash or check will be accepted. Check payment due 14 days prior to event.	Event Date: Saturday, 11/7/2015 Contact: Kenny Sims Phone: 314-703-4141 Fax: Email: ksims@lindenwood.edu On-Site: Kenny Sims Sales Mgr: Sinead Casco Catering Mgr: Sinead Casco
---	--

Date	Time	Setup	Set	Gtd	Room
Saturday, 11/7/2015	09:00 AM-10:15 AM	Rounds of 8	90	87	Salon D

FOOD Time: 9:00 AM Qty: 87 -Bacon -Sausage -Scrambled Eggs -Fried Potatoes -Biscuits and Gravy -Oatmeal **high importance** -Assorted Cold Cereals -Granola, Yogurt, and Fresh Fruit -Fresh Juices, Milk and Bottled Water BEVERAGE No Bar Requested	ROOM REQUIREMENTS Rounds of 8 set for 90 people. Captains choice of centerpieces. Buffet to be seat in room. Regular Napkins for breakfast. AUDIO VISUAL EQUIPMENT No A/V Requested MISCELLANEOUS Parking: Free Parking
--	--

Estimated Charges				
Food	\$0.00	Room	\$0.00	Total \$0.00
Beverage	\$0.00	Staff	\$0.00	
Audio/Visual	\$0.00	Miscellaneous	\$0.00	

Confirmation is required 3 business days in advance of event or the expected attendance (set) above will become the guarantee. The Tower Hotel Oklahoma City requires this contract be signed by an authorized representative of your organization and returned by . Should this not occur, the hotel reserves the right of cancelling the contract upon notice to the organization. The hotel reserves the right to reassign meeting rooms based upon final guaranteed numbers, to a room suitable of accommodating the group and requirements. Food, beverage, and all charges are subject to Service Charge and Sales Tax.

Folio #:

BEO #: 913263

Event Representative Authorized Signature _____ Date _____

Hotel Representative Signature _____ Date _____