

Arrival List (Group)

Business Date: 2/2/2006 To 2/3/2006

Property Code: TN459

<u>Room</u>	<u>Account</u>	<u>Guest Name</u>	<u>Status</u>	<u>Arrival</u>	<u>Departure</u>
Group: 2783		LOUDON CO. BOARD OF EDUCATION		Est. Time of Arrival	
----	241356	BASS, LARRY	Reserved	02/02/06	02/05/06
----	241960	BENNETT, RANDY	Reserved	02/03/06	02/04/06
----	241339	BERRY, TIM	Reserved	02/02/06	02/04/06
----	241342	BEST, RAMONA	Reserved	02/02/06	02/05/06
----	241355	CARPENTER, NANCY	Reserved	02/02/06	02/05/06
----	241344	FOSTER, SISSY	Reserved	02/02/06	02/05/06
----	241345	GARRISON, ALISON	Reserved	02/03/06	02/04/06
----	241343	GREENE, KATHY	Reserved	02/02/06	02/04/06
----	241354	HEADLEE, EDWARD	Reserved	02/02/06	02/05/06
----	241952	HEMELRIGHT, DAVID	Reserved	02/03/06	02/04/06
----	241353	JOHNSON JR., BOBBY	Reserved	02/02/06	02/05/06
----	241352	KLINSTIVER, JUNE	Reserved	02/02/06	02/05/06
----	241341	LUTTRELL, GIL	Reserved	02/03/06	02/04/06
----	241358	MARCUS, BILL	Reserved	02/02/06	02/05/06
----	241340	MCGIMSEY, KIM	Reserved	02/02/06	02/04/06
----	241350	NEWMAN, SCOTT	Reserved	02/02/06	02/05/06
----	241357	PAULE, NANCY	Reserved	02/02/06	02/05/06
----	241348	PROAPS, LARRY	Reserved	02/02/06	02/05/06
----	242001	SIMS, BENNIE	Reserved	02/02/06	02/05/06
----	241347	TATE, LEROY	Reserved	02/02/06	02/05/06
----	241346	WALKER, FREDDIE	Reserved	02/02/06	02/05/06

Group Total: 21

Total Arrivals: 21

COMPLIMENTARY: We provide a deluxe continental breakfast daily from 7:00 AM to 10:00 AM in the breakfast area of our lobby for all registered guests. Additionally, there is an enclosed, heated pool and exercise room for registered guests. Parking is provided by permit to registered guests. Coffee is always on! .

GROUP AGENDA: The John Sevier Ballroom has been reserved as follows:

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Attendees</u>	<u>Set-up</u>
Fri.	February 3, 2006	7:30a-6:00p	35-40	Classroom
Sat.	February 4, 2006	7:30a-6:00p	35-40	Classroom

The customary fee of \$1,000.00 for the ballroom is being reduced to a one-time fee of \$200.00. This fee is based on a continuous set up. Food functions and audio visual details must be made 2 weeks prior to arrival.

BILLING INSTRUCTIONS: Room, tax and safe charges will be posted to a master accounts and will be due at departure. Function charges will be posted to Master account and will be due at departure.

HOLD HARMLESS: Loudon County Board of Education agree to hold harmless: GATLINBURG LLC, and CLARION INN & SUITES, et al, from any and all damages and/or destruction, including theft of or the mysterious disappearance of any or all property owned by or leased to Loudon Co. Board of Education.

ACCEPTANCE: If the terms and conditions outlined herein meet with your approval, please sign, date and return the enclosed copy of the contract to my attention no later than **January 10, 2006** retaining a copy for your files. Failure to return the signed contract and deposit by the due date could result in the release of accommodations without further notice. Upon receipt of the signed contract and deposit, we will consider all arrangements confirmed and definite for Loudon Co. Board of Education.

Signature: _____ Date: _____

Jean Anderson Eubanks, Authorized Agent for Clarion Inn & Suites

Signature: _____ Date: _____

Ms. Nancy H. Carpenter, Authorized Agent for Loudon Co. Board of Education

Total
2006
\$4,900.00

CLARION INN & SUITES

Gatlinburg LLC

1100 Parkway, Gatlinburg TN 37738

800/ 933-0777 865/ 436-5656 Fax: 865/ 436-0695

CATERING CONTRACT

As of February 12, 2008

MEETING ROOM RENTAL FEE:

GROUP: Loudon Co. Board of Education

DAY/DATE: Friday Feb. 3, 2006

GUARANTEED #: 30

MENU:

Contact: Ms. Nancy Carpenter

Location: Ballroom

Function: Lunch

Type Service: Buffet & Break

Meal time: 12noon-1pm

Meeting time: 7:30-6pm

Special Instructions: N/A

Room Layout: Classroom style

12noon-Lunch Buffet @ \$16.95/person

Soup, Salad and Sandwich Buffet -Includes

*Three salads: A garden salad w/ mixed greens
assorted dressings, a marinated vegetable salad
and a zesty pasta salad.*

Choice of Soup: Broccoli Cheddar

*An array of deli meats and cheeses (sliced turkey,
ham and roast beef) with assorted breads, lettuce,
tomato and condiments*

**9:30am- Please offer Two Large Snack Attacks
(serves 40ppl) @ \$115.00/ea.**

*A basket filled with a variety of individual snacks,
including chips, pretzels, muffins and cookies.*

Also includes soft drinks

**9:30am-Please offer a Large Health Nut
(serves 40ppl) @ \$145.00/ea.**

*A variety of healthy snacks, packaged
individually. Includes fresh fruits, granola bars
yogurt, bottled water and fruit juice.*

Add 20% Service Charge:

Add 9.5% Tax on Service Charge:

Add 9.5% Tax on Food

Add 1.5% City Tax on Food

Billing Instructions: Master

APPROVAL SIGNATURE: _____ DATE: _____

1. A guaranteed number of persons to be served is due seven (7) days prior to the function, after which an adjustment by 5% can be made if the Sales Department is given 72 hours notice.
2. If a guaranteed number is not received, the number on this contract will be prepared and billed, or the actual number served, whichever is greater.
3. All food and beverage consumed in the hotel's public space must be provided by the hotel. Violations of this policy will result in a minimum service charge of \$1000.
4. Written notice to cancel this food function must be received no later than thirty (30) days prior to the event to avoid being charged for the guaranteed number on this contract.
5. For large groups or extenuating circumstances, at caterers' discretion, an additional labor charge of \$25.00 per additional person need to staff event may be added to master account.

CLARION INN & SUITES

Gatlinburg LLC

1100 Parkway, Gatlinburg TN 37738

800/ 933-0777 865/ 436-5656 Fax: 865/ 436-0695

BANQUET ORDER

As of February 12, 2008

MEETING SPACE FEE: One time charge of \$200.00

DATE: Friday Feb. 3, 2006

GUARANTEE: 30

MENU:

Group: LOUDON CO. BOARD OF EDUCATION

Contact: Ms. Nancy Carpenter

Coffee @ \$17.25/gal

Location: Ballroom

Meeting Time: 7:30am-6pm

Type of Service: Refreshments

Special Instructions: N/A

Room Layout: Classroom Style Please provide a power strip along with electrical cords for laptops

Add 20 % Service Charge:

Add 9.5% Tax on Service Charge:

Add 9.5% Food & Beverage Tax:

Add 1.5% City Food/Bev Tax:

Billing Instructions: Master/ POD

APPROVAL SIGNATURE: _____ DATE: _____

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CATERING CONTRACT

MEETING ROOM RENTAL FEE:

GROUP: Loudon Co. Board of Education DAY/DATE: Saturday Feb. 4, 2006

GUARANTEED #: 16

MENU:

Contact: Ms. Nancy Carpenter

12noon-Lunch

Country Pork (plated) @ \$9.75/person

Location: Ballroom

Function: Lunch

Type Service: Plated lunch

Lunch is served with Iced Tea and Coffee

Meal time: 12noon-1pm

Meeting time: 7:30a-6pm

Special Instructions:

Room Layout: Classroom Style

Add 20% Service Charge:

Add 9.5% Tax on Service Charge:

Add 9.5% Tax on Food

Add 1.5% City Tax on Food

Billing Instructions: Master

APPROVAL SIGNATURE: _____ DATE: _____

1. A guaranteed number of persons to be served is due seven (7) days prior to the function, after which an adjustment by 5% can be made if the Sales Department is given 72 hours notice.
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