

# CLARION INN & SUITES

Gatlinburg LLC

1100 Parkway, Gatlinburg TN 37738

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

## CATERING CONTRACT

As of January 19, 2007

GROUP: Loudon County BOE

DAY/DATE: Friday, February 2, 2007

GUARANTEED #: 40

MENU: Large Snack Attack #1 @ \$115.00

CONTACT: Nancy Carpenter

LOCATION: Ballroom

FUNCTION: AM Break

MEAL TIME: 10:00am

### SPECIAL INSTRUCTIONS:

ROOM LAYOUT: Rounds

Add 20% Service Charge:

BILLING INSTRUCTIONS: Master TAX EXEMPT

APPROVAL SIGNATURE: Nancy H. Carpenter

DATE: 22-Jan-07

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 \$1000.00.
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 needed to staff this event may be added to the master account.

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## CATERING CONTRACT

As of January 19, 2007

GROUP: Loudon County BOE

DAY/DATE: Friday, February 2, 2007

GUARANTEED #: 40

MENU: Deli Soup, Salad and Sandwich Buffet @  
\$16.95 per person.

CONTACT: Nancy Carpenter

LOCATION: Ballroom

FUNCTION: Lunch

MEAL TIME: 12:00 PM

SPECIAL INSTRUCTIONS:

ROOM LAYOUT: Rounds

Add 20% Service Charge:

BILLING INSTRUCTIONS: Master TAX EXEMPT

APPROVAL SIGNATURE: Nancy H. Carpenter

DATE: 22-Jan-07

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### BANQUET EVENT ORDER

As of January 19, 2007

Meeting Rental Fee: One time charge \$200.00

GROUP: Loudon County BOE

DAY/DATE: Friday, February 2, 2007

GUARANTEED #: 40

MENU: Regular and decaf coffee @ \$18.00 per gallon.

CONTACT: Nancy Carpenter

\*\*Beverages charged on consumption\*\*

LOCATION: Ballroom

TYPE OF SERVICE: Meeting/Break/Lunch

MEETING TIME: 7:30am - 5:30pm

SPECIAL INSTRUCTIONS: No audio/visual equipment requested at this time.

ROOM LAYOUT: Square for meeting and rounds for meals

Add 20% Service Charge:

BILLING INSTRUCTIONS: Master TAX EXEMPT

APPROVAL SIGNATURE: Nancy H. Carpenter

DATE: 22-Jan-07

1. A guaranteed number of persons to be accommodated 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 \$1000.00.
4. Written notice to cancel this 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.

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## CATERING CONTRACT

As of January 19, 2007

GROUP: Loudon County BOE

DAY/DATE: Saturday, February 3, 2007

GUARANTEED #: 40

MENU: Small Snack Attack #1 @ \$80.00

CONTACT: Nancy Carpenter

LOCATION: Ballroom

FUNCTION: AM Break

MEAL TIME: 10:00am

### SPECIAL INSTRUCTIONS:

ROOM LAYOUT: Rounds

Add 20% Service Charge:

BILLING INSTRUCTIONS: Master TAX EXEMPT

APPROVAL SIGNATURE: Nancy H. Carpenter

DATE: 22-Jan-07

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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## CATERING CONTRACT

As of January 19, 2007

GROUP: Loudon County BOE

DAY/DATE: Saturday, February 3, 2007

GUARANTEED #: 25

MENU: Lunch Buffet: Baked Ham & Fried Catfish  
@ \$12.95 per person.

CONTACT: Nancy Carpenter

LOCATION: Ballroom

FUNCTION: Lunch

MEAL TIME: 12:00 PM

SPECIAL INSTRUCTIONS:

ROOM LAYOUT: Rounds

Add 20% Service Charge:

BILLING INSTRUCTIONS: Master TAX EXEMPT

APPROVAL SIGNATURE: Nancy H. Carpenter

DATE: 22-Jan-07

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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### BANQUET EVENT ORDER

As of January 19, 2007

Meeting Rental Fee:

GROUP: Loudon County BOE

DAY/DATE: Saturday, February 3, 2007

GUARANTEED #: 25

MENU: Regular and decaf coffee @ \$18.00 per gallon.

CONTACT: Nancy Carpenter

**\*\*Beverages charged on consumption\*\***

LOCATION: Ballroom

TYPE OF SERVICE: Meeting/Break/Lunch

MEETING TIME: 7:30am - 5:30pm

SPECIAL INSTRUCTIONS: No audio/visual equipment requested at this time.

ROOM LAYOUT: Square for meeting and rounds for meals

Add 20% Service Charge:

BILLING INSTRUCTIONS: Master TAX EXEMPT

APPROVAL SIGNATURE: Nancy H. Carpenter

DATE: 22-Jan-07

1. A guaranteed number of persons to be accommodated 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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