



# Contract

Client/Organization American Association of Petroleum Geologist	Event Date 6/14/2010 (Mon)	Telephone (970) 375-2000	Fax ( ) -	Event # E00274
Address 35 Michael Way, Durango, CO 81301		Booking Contact Kristi Nelson-Cohen	Site Contact Kristi Nelson-Cohen	Guests

MINIMUM GUARANTEED ATTENDANCE MUST BE RECEIVED WITHIN **72 HOURS** OF EVENT. IF ATENDANCE FALLS BELOW THE GUARANTEED NUMBER THE CLIENT WILL BE CHARGED FOR THE GUARANTEED NUMBER. GUARANTEED NUMBER MUST BE RECEIVED BY DATE/TIME INDICATED.

### BANQUET ROOMS

Banquet Room	Setup Style	Start	End	Arrival	Departure	Room Chg
San Juan/La Plata		7:00 am	5:00 pm			0.00
Vallecito Room		7:15 am	8:00 am			0.00
Noble Hall Foyer		9:50 am	10:20 am			0.00
Ballroom		9:50 am	10:20 am			0.00
SCL Gymnasium		11:45 am	1:15 pm			0.00
Noble Hall Foyer		3:20 pm	4:00 pm			0.00
Ballroom		3:20 pm	4:00 pm			0.00
Ballroom		4:00 pm	6:30 pm			0.00

### FOOD & SERVICE ITEMS

Food/Service Items	Price	Qty	Total
<i><u>New Sub-Events · Monday, June 14 · 7:00 AM</u></i>			
Iced Water	4.00	1	4.00
<i><u>Breakfast · Monday, June 14 · 7:15 AM</u></i>			
Hearty Home Style Buffet (20 person min.)	10.00	45	450.00
<i><u>Breakfast · Monday, June 14 · 9:50 AM</u></i>			
Early Riser	6.25	240	1,500.00
<i><u>Breakfast · Monday, June 14 · 9:50 AM</u></i>			
Early Riser	6.25	130	812.50
<i><u>New Sub-Events · Monday, June 14 · 11:45 AM</u></i>			
Pre-plated, pre-set lunch ready by 11:30			
Southwest Chicken Caesar Salad	12.00	136	1,632.00
Full Meal China Service and Silverware	3.50	136	476.00
Attendant (3 hour min.)	20.00	6	120.00
1 Gluten Free Meal			
18 pods			

New Sub-Events · Monday, June 14 · 3:20 PM

Chocolate brownies	11.00	5	55.00
Apricot crumble bars	11.00	5	55.00
Assorted Gourmet Cookies	11.00	4	44.00
Seattle's Best Regular Coffee	13.00	5	65.00
Seattle's Best Decaf Coffee	13.00	3	39.00
Iced Tea	1.75	5	8.75
Iced Water	1.75	3	5.25
Attendant (3 hour min.)	20.00	2	40.00

New Sub-Events · Monday, June 14 · 3:20 PM

Chocolate brownies	11.00	7	77.00
Apricot crumble bars	11.00	6	66.00
Assorted Gourmet Cookies	11.00	6	66.00
Seattle's Best Regular Coffee	13.00	5	65.00
Seattle's Best Decaf Coffee	13.00	3	39.00
Iced Tea	13.00	5	65.00
Iced Water	4.00	3	12.00
Attendant (3 hour min.)	20.00	2	40.00

Reception · Monday, June 14 · 4:00 PM

Potato Chips (serves 10-12ppl)	4.00	6	24.00
Chips and Salsa (serves 10-12ppl)	6.00	7	42.00
Mixed nuts (serves 10-12ppl)	10.00	6	60.00
Pretzels (serves 10-12ppl)	4.00	6	24.00
Bottled Soda	1.75	50	87.50
Bottled Water	1.75	50	87.50
Attendant (3 hour min.)	20.00	3	60.00
Bartender Beer/Wine (4 hour min.)	15.00	6	90.00

**COMMENTS & SPECIAL INSTRUCTIONS**

New Sub-Events · · 7:00 am

For Registration desk in San Juan/La Plata.

Breakfast · · 7:15 am

Mix up the hot breakfast selections each day.

Breakfast · · 9:50 am

Replace juice with whole fruit, please. Leave the fresh fruit for afternoon break.

BAKERY: This group will be doing Early Risers every morning for 3 days. Please change-up the pastry platters a little each day so it isn't too repetitive (danish, muffins, quick breads, scones, etc.)

Breakfast · · 9:50 am

Replace juice with whole fruit, please. Leave fruit for afternoon break.

BAKERY: This group will be doing Early Risers every morning for 3 days. Please change-up the pastry platters a little each day so it isn't too repetitive (danish, muffins, quick breads, scones, etc.)

New Sub-Events · · 11:45 am

Set-up:

This is a pre-plated, served t lunch in the SLC Gym.  
 Substitute Iced Tea/Lemondade/Iced water in carafes instead of bottled soda but we will serve/pour ice tea and lemonade.  
 Tables should be preset with beverages and have dessert brownies pre-set as well.

Reception · · 4:00 pm

2 -Cash bars. Need cash boxes from front office. We can keep the cash box going for the 3 days.

Subtotal	6,211.50	Paid	0.00	Pay Method	Card Number
Tax	490.72	Balance	8,441.44	Card Type	Approval
Service Charge	1,739.22			Card Holder	Expires
Total Value	8,441.44			Signature	

Cancellations should be made a minimum of 4 business days in advance. Cancellations 3 business days prior to the event will result in a 75% charge from the estimated total. Cancellations on the *day of the event* will result in full payment of the event. I have read the above contract and agree tot he terms and conditions as well as well as any terms and conditions on any contract addendum's which I may sign.

Client: \_\_\_\_\_

Date: \_\_\_\_\_

Sales Rep: \_\_\_\_\_

Date: \_\_\_\_\_