



Contract

Client/Organization American Association of Petroleum Geologist	Event Date 6/13/2010 (Sun)	Telephone (970) 375-2000	Fax () -	Event # E00272
Address 35 Michael Way, Durango, CO 81301		Booking Contact Kristi Nelson-Cohen	Site Contact Kristi Nelson-Cohen	Guests 30 (Pln)

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
Noble Hall Foyer		9:30 am	1:30 pm			0.00
Noble Hall Foyer		3:00 pm	4:00 pm			0.00
La Plata		12:00 pm	6:00 pm			0.00
Ballroom	Reception	5:00 pm	7:30 pm			0.00

FOOD & SERVICE ITEMS

Food/Service Items	Price	Qty	Total
<i><u>New Sub-Events · Sunday, June 13 · 9:30 AM</u></i>			
Early Riser	6.25	34	212.50
<i><u>New Sub-Events · Sunday, June 13 · 3:00 PM</u></i>			
Seven Layer bars	11.00	2	22.00
Assorted Gourmet Cookies	11.00	2	22.00
Seattle's Best Regular Coffee	13.00	1	13.00
Seattle's Best Decaf Coffee	13.00	1	13.00
Lemonade	12.00	2	24.00
Iced Water	4.00	1	4.00
<i><u>Registration · Sunday, June 13 · 12:00 PM</u></i>			
Iced Water	4.00	1	4.00
Linen	5.00	3	15.00
<i><u>New Sub-Events · Sunday, June 13 · 5:00 PM</u></i>			
Chips and Salsa (serves 10-12ppl)	6.00	7	42.00
Potato Chips (serves 10-12ppl)	4.00	6	24.00
Mixed nuts (serves 10-12ppl)	10.00	6	60.00
Chicken Quesidillas (per doz)	14.00	14	196.00
Tomato, Mozzarella, Basil Crostini (per doz)	14.00	30	420.00
Egg rolls (per doz)	12.00	30	360.00
Pretzels (serves 10-12ppl)	4.00	6	24.00
Bottled Soda	1.75	50	87.50
Bottled Water	1.75	50	87.50
Bartender Beer/Wine (4 hour min.)	15.00	6	90.00
Attendant (3 hour min.)	20.00	3	60.00

COMMENTS & SPECIAL INSTRUCTIONS

New Sub-Events · · 9:30 am

New Sub-Events · · 3:00 pm

Registration · · 12:00 pm

The registration tables will be 2 - 6' tables with 3 chairs each set up in the La Plata Rm on Thursday morning. They will remain there for the duration of the conference. Skirt the registration tables so client can store things underneath.

New Sub-Events · · 5:00 pm

Cash bar. Obtain 2 cash boxes from front office. Keep the cash boxes running for the whole three days. No need to reconcile daily.

The 2 bars should be set by 4:30 pm in the Ballroom and will remain there thru the evening on Tuesday 6/15/10

Subtotal	1,780.50	Paid	0.00	Pay Method	Card Number
Tax	140.66	Balance	2,419.70	Card Type	Approval
Service Charge	498.54			Card Holder	Expires
Total Value	2,419.70			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 to the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign.

Client: _____

Date: _____

Sales Rep: _____

Date: _____