

**Clarion Inn Fairmont**

930 East Grafton Road\*Fairmont, WV 26554

304-366-5500 (Phone) \* 304-363-3975 (Fax)

[www.clarionfairmont.com](http://www.clarionfairmont.com)

Banquet Event Order

|  |  |  |  |
| --- | --- | --- | --- |
| **BEO NUMBER:** | 1512-2416 | **EVENT DATE:** | Thursday, December 13, 2012; Thursday March 14, 2013; Thursday June 13, 2013 |
| **GROUP NAME:** | Workforce Investment Board, Region VI | **POST AS:** | Workforce Investment Board, Region VI |
| **ADDRESS:** | 17 Middletown Road | **BOOKED BY:** | Megan Barker |
|  |  | **BOOKED ON:** | 10/09/2012 |
|  | White Hall, WV 26554 |  |  |
| **PLANNER:** | Ms. Barbara DeMary | **PHONE:** | 304-368-9530 **Cell:** |
| **ON SITE CONTACT:** |  | **FAX:** | 304-368-9532 |
|  |  | **Billing:** | , Direct Bill |

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# Final Food and Beverage Guarantees Must be Given 72 Hours Prior to Event or Full Charges Will Apply

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Times** | **Function** | **Set-Up** | **Room** | **Ppl** | **Rental** |
| 06/13/2013 | 10:00am-1:30pm | Meeting | Classroom | Falcon/Valley Room | 30 | $0.00 |

**\*Meeting Room Assignments Will Be Determined 72 Hours Prior To Event, According To Final Guarantee**

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| SET-UP INSTRUCTIONS\* | MEAL SERVICE |
| Please setup classroom style for 30 people.  *\*Room will be set according to Client’s Specifications, any last minute changes will result in a $50.00 labor fee*  *Ice Water, Pens and Trash Cans in Every Room* | BUSINESS BREAK  Assorted Cookies  Fruit Bowl  Assorted Juices  Coffee, Decaffeinated Coffee,  & Hot Tea  30 @ $4.25 + Per person |
| AUDIO VISUAL EQUIPMENT\* |
| *\*24 Hour Notice Required for Cancellation of AV Equipment* |
| NOTES / OTHER REQUIREMENTS |
|  |

All Food, Beverage and Audio Visual Equipment Prices are Subject to 18 % Service Charges and

All Charges Are Subject to 6 % Sales Taxes. If Group is Tax-Exempt, Provide with Copy of Certificate

Client Acceptance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Contract Becomes Valid When Returned with Signature and Form of Payment