



University of New Mexico Student Union
 MSC03 2200
 1 University of New Mexico
 Albuquerque NM 87131-0001
 Phone (505)277-2331 / Fax (505)277-3258

Confirmation

Customer	Reservation: 19647
Natalie Brigance VP of Student Affairs MSC05 3410	Event Name: Service Awards Confirmation Status: Confirmed Phone: 505-277-0952 Email Address: natalieb@unm.edu Event Type: Reception Account Code: 866012-31B0 Event Coordinator: Edith Shelton 2nd Contact: Andrea Phone: 505-277-0952

Bookings / Details	Quantity	Price	Amount
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*UNM Student Union
 Event Planning Department
 Phone: (505) 277-5498
 Email: subevent@unm.edu
 www.unmsub.com*

*THANK YOU FOR RESERVING YOUR EVENT WITH THE UNIVERSITY OF NEW MEXICO STUDENT UNION.
 **** IF YOUR EVENT IS ON THE UNM CAMPUS PLEASE CONTACT PARKING SERVICES AT 277-9557 TO MAKE
 ARRANGEMENTS FOR YOUR GUEST PARKING *****

Wednesday, April 09, 2008

1:30 PM - 5:00 PM Service Awards Confirmation (Confirmed) SUB Lobo A & B

Room Charge: (3.5 hours @ \$22.00/hr, Minimum Charge \$88.00)	1	\$88.00	\$88.00
Events Tech/AV Equipment:			
1:00 PM - 3:30 PM Standard			
Meeting Room Chairs	124		
Podium/Mic	1		
Round table - each	13		
6ft Table	3		
Floral Arrangement	12	\$20.00	\$240.00
Events Tech Setup Notes::			
Standing podium w/microphone in front of room rounds of 8 2-6fts in back for food 1-6ft table outside w/2 chairs and gray cloth for registration 20 chairs around the perimeter			
Catering:			
2:45 PM - 5:00 PM Reception In-House for 100			
Trays(50pp) - Vegetable with Ranch	1	\$100.00	\$100.00
Trays(50pp) - Fresh Fruit with Yogurt Dip	1	\$105.00	\$105.00
Trays(50pp) - Cheese with Crackers	1	\$105.00	\$105.00
HS: Italian Stuffed Mushrooms - per order	2	\$70.00	\$140.00

Bookings / Details

	Quantity	Price	Amount
<i>50 pieces per order</i>			
HS: Coconut Chicken Strips - per order <i>With mango/chipotle sauce.</i> <i>50 pieces per order</i>	2	\$95.00	\$190.00
HS: Taquitos - per order <i>1-Chicken and 1-beef with salsa</i> <i>50 pieces per order</i>	2	\$50.00	\$100.00
CS: Mexican Pinwheels - per order <i>50 pieces per order</i>	1	\$40.00	\$40.00
Decorated Sheet Cake (Full) <i>Marble cake with bavarian cream filling, butter cream icing.</i> <i>Writing to follow:</i> <i>"CONGRATULATIONS TO THIS YEAR'S 2008 LOUIE RECIPIENTS"</i>	1	\$65.00	\$65.00
China service - per person	100	\$2.00	\$200.00
Tablecloths-85's <i>RED</i>	13	\$2.00	\$26.00
Coffee - gallon	4	\$13.75	\$55.00
Coffee Decaf - gallon	1	\$13.75	\$13.75
Fruit Punch w/ Gingerale - gallon	4	\$10.75	\$43.00
Iced Water - gallon	2	\$4.10	\$8.20
CATERING NOTES:	1		
<i>China service. Please set up room by 2:45pm. Thank you</i>			
2:00 PM - 5:00 PM Service Awards Confirmation (Hold 4/2/2008) SUB Ballroom A			
Room Charge: (3 hours @ \$32.50/hr, Minimum Charge \$130.00)	1	\$130.00	\$130.00
Subtotal			\$1,648.95
Grand Total			\$1,648.95

ATTENDANCE MUST BE GUARANTEED 3 BUSINESS DAYS IN ADVANCE. YOU WILL BE CHARGED FOR GUARANTEED NUMBER OR ACTUAL NUMBER OF GUESTS, WHICHEVER IS GREATER. IF THE GUARANTEE IS NOT GIVEN TO THE SCHEDULING OFFICE 3 BUSINESS DAYS IN ADVANCE THEN THE NUMBER OF GUEST ESTIMATED WILL BE CONSIDERED AS THE SAID GUARANTEE.

SHOULD CANCELLATION OCCUR WITHIN: 3 BUSINESS DAYS OF EVENT THERE WILL BE A 33% CANCELLATION FEE; 2 BUSINESS DAYS OF EVENT THERE WILL BE A 50% CANCELLATION FEE; 1 BUSINESS DAY OF EVENT THERE WILL BE A 100% CANCELLATION FEE.

PAYMENT IS DUE IN FULL 3 BUSINESS DAYS PRIOR TO THE RESERVATION UNLESS PRIOR APPROVAL BY MANAGEMENT.

THE STUDENT UNION BUILDING DOES NOT ALLOW OUTSIDE FOOD AND BEVERAGES, GLITTER, CONFETTI, ANYTHING ON THE WALLS AND CEILINGS.

PLEASE REVIEW THIS DOCUMENT AND RETURN A SIGNED COPY TO THE SCHEDULING OFFICE ACKNOWLEDGING YOUR ACCEPTANCE OF THIS AGREEMENT.

SIGNATURE: _____ DATE: _____