

NEED INV

Client/Organization O'Connor-Langlois Reception	Event Date 9/26/2020 (Sat)	Telephone () -	Fax () -	Event # E01284
Address 12 Linden Street Apt. 2		Booking Contact Michael Langlois	Site Contact Michael & Jackie	Guests 50 (Pln)

Site Locations

Site Name	Site Address
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Venue

Description	Type	Start	End	Serving	Banquet Room	Setup Style
Dinner Served	On-Premise	5:00 pm	10:00 pm	NA	Courtyard Tent	Banquet

Setup Notes

PKG-Classic Elegance ***
 \$1000 Tent Rental
 Ceremony OFFSITE / Spencer
 Ceremony time -2:00pm-3:00pm OFFSITE /receiving line- yes
 Videographer -paul / photographer -barnes portrait
 Cake -Bean Counter (PKG) /Centerpieces -client will supply candelabras every other table
 DJ: Justin - Base DJ Entertainment

BANQUET SETUP Up lighting- NO UPLIGHTING IN THE TENT

rounds tables see floor plan / Headtable of 2 people
 gift table in room /place card table in tent / cake table in room
 salon - No
 Photo booth - NO
 NO DANCE FLOOR / TABLES 6 per table 6ft APART
 TABLES & LINENS
 White floor length tablecloths- /napkins- navy blue /chivari chairs
 centerpieces - client will supply
 hotels mirrors -yes / votive's - yes 4 per table /
 favors -jam 2 per person / bringing in their own table numbers needs our holders
 cake knife client /guests book-client /card box -client /Toasting glasses-client

COCKTAIL SERVERS

5:00pm-9:30pm

Cash Bar ****

A PROPER ID IS REQUIRED 21+ANYONE CAUGHT SERVING MINORS OR ANY MINORS CAUGHT TRYING TO PURCHASE ALCOHOL CAN RESULT IN YOUR FUNCTION BAR BEING SHUT DOWN. NO SHOTS SERVED.

REHEARSAL - No

ACCOMMODATIONS

Hotel cannot take responsibility for loss or damage to property and suggest you take precautions to protect Saturday comes with pkg Westminster
 Outside Alcohol is not allowed on property and will be removed

Food/Service Items