## **The Evergreen State College - Conference Services**

2700 Evergreen Parkway Olympia WA 98505 Telephone: (360) 867-6192 Fax: ()

Revised: 9/23/10 8:24 am

Day: Saturday Date: September 25, 2010 Time: 8:15 AM to 4:30 PM Est. Count: 80 Page 1 of 2

Event: 2859 MPA event #3 09-25-10 Guar: Coord: office

Unconfirmed DepositAmount: Date Reference Event #

Acct Number: Budget # 25220

Host Engager: Ms Jan Hays Type of Function: Meeting

Company: TESC

Address: MPA Office haysj@evergreen.edu

Olympia WA 98502

**Phone:** (360) 867-5939 Fax: Cell: Page:

Guest

Function Start End Location Count Tables Table Count

Set/ready to serve coffee etc 8:15 AM 4:30 PM Longhouse 80 Set/ready serve lunch 12:00 PM 4:30 PM Longhouse 80

**Setup Type:** 

<u>Setup Instruction</u> <u>Additional Instructions:</u>

CS= table and cans Longhouse kitchen reserved

Coffee by the gallon  Reg Decaf Hot water for tea  Refresh @ 12:15  Hot Teas - Assorted Individual bags	13	Gallon	\$18.55	\$241.15				
Decaf Hot water for tea Refresh @ 12:15								
Hot water for tea  Refresh @ 12:15								
Refresh @ 12:15								
Hot Teas - Assorted Individual bags	40	D	<b>\$1.21</b>	¢52.40				
	40	Bag	\$1.31	\$52.40				
Vegetarian Platter	4	Tray	\$46.84	\$187.36				
With Grilled Vegetables, Tabouli, Hum	mus, Feta Che	ese and Pita						
slices								
Deluxe Tossed Green Salad	80	person	\$5.70	\$456.00				
Greens topped with tomatoes, cucumbers, shredded carrots, croutons								
Ranch and balsamic dressings								
		_	** **	44.50.00				
Chicken	80	Person	\$2.10	\$168.00				
Two Cookies per person	80	person						
dinner roll	80	person						
י י י	With Grilled Vegetables, Tabouli, Humslices  Deluxe Tossed Green Salad  Greens topped with tomatoes, cucumbers, shreens and balsamic dressings  Dinner roll and butter  2 fresh baked cookies  Water service  Chicken  Two Cookies per person	With Grilled Vegetables, Tabouli, Hummus, Feta Che slices  Deluxe Tossed Green Salad  Greens topped with tomatoes, cucumbers, shredded carrots, crown and balsamic dressings Dinner roll and butter Gresh baked cookies Water service  Chicken  80  Two Cookies per person  80	With Grilled Vegetables, Tabouli, Hummus, Feta Cheese and Pita Slices  Deluxe Tossed Green Salad  80 person  Greens topped with tomatoes, cucumbers, shredded carrots, croutons Ranch and balsamic dressings Dinner roll and butter 2 fresh baked cookies Water service  Chicken  80 Person  Two Cookies per person  80 person	With Grilled Vegetables, Tabouli, Hummus, Feta Cheese and Pita Slices  Deluxe Tossed Green Salad  80 person  \$5.70  Greens topped with tomatoes, cucumbers, shredded carrots, croutons Ranch and balsamic dressings Dinner roll and butter 2 fresh baked cookies Water service  Chicken  80 Person  \$2.10  Two Cookies per person  80 person				

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Continued from page 1					Revised: 9/23/10 8:24 am			
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<b>Event: 2859 M</b>	IPA event #3 09-25-1	0			Guar:		Coord:	office
Unconfirmed	DepositAmount:	Date	Reference			Event #		
	Acct Number: Budget # 25220	ı						
Host Engager:	Ms Jan Hays			Туре	e of Function: Me	eeting		
Company:	TESC							
Address:	MPA Office Olympia WA 98502	h	aysj@evergreen.edu					
Phone :	(360) 867-5939		Fax:		Cell:		Page:	
					Beverage Total			\$293.55
					Food Total			\$811.36
					Other Total			
					Rental Total			
					Item Total			\$1,104.91
					Service Charge	(0.000%	<u>(a)</u>	\$0.00
					Tax	(0.000%		\$0.00
				Total		_	\$1,104.91	
Terms: Org #25	5220				Less Amount Pa	nid		\$0.00
Terms: Org #25	5220 y: In the event that services no	eed to be cancel	led, a \$25.00 cancel	lation fe	<b>Total Due</b>		eelled	
Cancellation Policy within 3 business d incurred at the tim Guest Count and Guaranteed count is guaranteed number adding guests to you		the Aramark C ed guest count is crence Services hichever is high ed count has be	atering Office will required at the tin at least 48 hours prier. As we take pri en received, may re	charge fine that strior to your define present in present in m	Total Due  ee will be charged for for food and labor con services are schedule our event. You will le- planning every det accessary menu or se	meals cancests already  d. A final be billed for ail of your e rvice revision	the vent, ons.	
Cancellation Policy within 3 business d incurred at the tim  Guest Count and Guaranteed count reguaranteed number adding guests to your Delivery and Set upgroup.	y: In the event that services no lays of the event. In addition, he of the cancellation.  Guarantee Policy: An estimate must be provided to the Confe er or the actual guest count, w our party after your guarante	ed guest count is erence Services hichever is high ed count has be	atering Office will required at the tin at least 48 hours prier. As we take pri en received, may re	charge fine that strior to your define present in present in m	Total Due  ee will be charged for for food and labor con services are schedule our event. You will le- planning every det accessary menu or se	meals cancests already  d. A final be billed for ail of your e rvice revision	the vent, ons.	\$0.00 \$1,104.91
Cancellation Policy within 3 business d incurred at the time.  Guest Count and Guaranteed count reguaranteed number adding guests to you belivery and Set upgroup.  There is a 10 person	y: In the event that services not lays of the event. In addition, he of the cancellation.  Guarantee Policy: An estimate must be provided to the Conferr or the actual guest count, wour party after your guarantee p: A minimum charge of \$25.	ed guest count is erence Services hichever is high ed count has be .00 will be adde tering orders.	atering Office will required at the tir at least 48 hours pr er. As we take pri en received, may re d to invoices totalin	charge fine that scior to you de in pressult in mag \$235.0	Total Due  ee will be charged for for food and labor con services are schedule our event. You will lee-planning every det necessary menu or se	meals cancests already  d. A final be billed for ail of your e rvice revision	the vent, ons.	
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Cancellation Policy within 3 business d incurred at the tim Guest Count and Guaranteed count reguaranteed numbe adding guests to young to be so the second of the second o	y: In the event that services not lays of the event. In addition, he of the cancellation.  Guarantee Policy: An estimate must be provided to the Confer or the actual guest count, wo pur party after your guarantee p: A minimum charge of \$25.  On minimum on all delivery can expect the count of the count o	ed guest count is erence Services hichever is high ed count has be .00 will be adde tering orders. order. All order:	catering Office will a required at the tire at least 48 hours preser. As we take prien received, may read to invoices totaliners are packaged and the submit you	charge fine that sior to you de in pressult in mag \$235.0 and ready	Total Due  ee will be charged for for food and labor con services are schedule our event. You will be e-planning every det necessary menu or se no or less for total da to to serve.  To serve.	r meals cancests already  d. A final be billed for ail of your e rvice revisionally event per	the vent, ons. r	
Cancellation Policy within 3 business d incurred at the time.  Guest Count and Coguaranteed count reguaranteed number adding guests to you belivery and Set upgroup.  There is a 10 person Pick Up Orders: It On campus depart Form* before your Call Conference Set	y: In the event that services not lays of the event. In addition, he of the cancellation.  Guarantee Policy: An estimate must be provided to the Conferr or the actual guest count, wour party after your guarantee p: A minimum charge of \$25.  On minimum on all delivery can up and the provided to the Conferr or the actual guest count, wour party after your guarantee p: A minimum charge of \$25.  On minimum on all delivery can up and the provided provided to the count of the provided to	ed guest count is erence Services hichever is high ed count has be .00 will be adde tering orders. order. All order:	catering Office will a required at the tire at least 48 hours preser. As we take prien received, may read to invoices totaliners are packaged and the submit you	charge fine that sior to you de in pressult in mag \$235.0 and ready	Total Due  ee will be charged for for food and labor con services are schedule our event. You will be e-planning every det necessary menu or se no or less for total da to to serve.  To serve.	r meals cancests already  d. A final be billed for ail of your e rvice revisionally event per	the vent, ons. r	