



Montgomery High School Reunion Saturday, September 13, 2025

BANQUET EVENT ORDER

ACCOUNT: Chris Jones

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SALES MANAGER: Jessica Schroeder

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Name	Date	Time	Areas	Event Type	Guests
Montgomery High School Reunion	9/13/2025	5:00 pm – 10:00 pm	Iron & Vine Ballroom	Dinner	100

TIMELINE

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4:00 pm | Client Arrival / DJ/band sets up

5:00 pm | Guest Arrival, Non Hosted Bar Open and Charcuterie Out

5:15 PM - 8:15 pm | DJ's on

5:30 pm | Pass two of the appetizers

6:30 pm | Other two apps displayed (with charcuterie)

8:00 pm | Desserts Out

8:30 pm | Band plays (til 10)

9:30 pm | Last Call for Bar | Closes at 10

10:00 pm | Guests Depart

Price Total

FOOD

		Price	Total
	APPETIZERS Passed		
100	Wild Mushroom Puff Pastry Thyme Cream	\$6.00	\$600.00
100	Ancho Chicken Confit Blue Corn Tostada, Cilantro Crema GF	\$6.00	\$600.00
100	Pinot Grigio Poached Prawn House Cocktail Sauce GF @ \$6 OR *Lamb Kofte Skewer Tzatziki GF Price TBD*	\$6.00	\$600.00
100	Roasted Tomato Bruschetta Whipped Chevre, Sourdough Crostini	\$6.00	\$600.00

APPETIZER STATIONS

100	Charcuterie Board Local Salumi, House Grainy Mustard, Grissini	\$15.00	\$1,500.00
	DESSERT <i>Stationed</i>		
75	Assorted Cookies Choose 2: *Ok to do cookies for 25% less than guest count*	\$6.00	\$450.00
	Chocolate Chunk & Peanut Butter Chocolate		

BEVERAGES

		Price	Total
	BEVERAGE MENU		
1	Soft Beverage Station: Coffee & Tea (Included with appetizers)		
1	FULL NON HOSTED EVENT BAR		

SETUP

	Price	Total
EVENT SET UP		
Room Set Up: See Diagram		
Decorations: Client may have some decor		
Dessert Table - See diagram		
Venue Owned Chalk Board Sign "Welcome Vikings Class of 1985"		
AV/ MUSIC / ENTERTAINMENT		
Venue provided projector and screen, microphone and podium client provided laptop		
Client Provided Photo Booth: TBD		
Music: DJ & Band Provided		
LINENS		
Table Linen: Black		
Cocktail Napkins		
TABLE SETTINGS		
Centerpieces: may be provided may client		
Additional Charge for Event Overtime: Please note that if any of your guests exceed the designated timeframe outlined in the event order document, a fee of \$500 per hour will be charged. Events and music must end at Iron & Vine must end at 10pm		

BILLING

	Total
Food	\$4,350.00
Subtotal	\$4,350.00
Mandatory Surcharge	22.0% \$957.00

Sales Tax	10.0%	\$530.70
Gratuitty *TBD, At client discretion, amount is only a suggestion*		\$400.00
Venue Fee *WAIVED \$1,000 VALUE for event space / \$2,500 Value for an entire buyout*		\$0.00
Grand Total		\$6,237.70
Estimated Amount Due		\$4,987.70
F&B Minimum	\$4,000.00 Total -\$4,000.00 Met	
Deposit (Credit Card 2689 Visa)	Paid 2/12/2025	-\$1,250.00

Client Signature