



Montgomery High School Reunion Saturday, September 13, 2025

BANQUET EVENT ORDER

ACCOUNT: Chris Jones

CONTACT: Chris Jones

PHONE: 707-799-5502

EMAIL: chris@thjmedia.net

SALES MANAGER: Jessica Schroeder

PHONE/EMAIL: 707-852-1162 ext.

100 / jschroeder@bennettvalleygolf.com

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

TIMELINE

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

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: provided by client, if any		
	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		
	Music: DJ & Band Provided *guests of the event*		
	LINENS		
	Table Linen: Black		
	Cocktail Napkins		
	TABLE SETTINGS		
	Centerpieces: venue owned votive candles and client may bring some decor in school colors		
	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		
	PACKET CONTENT		
	Venue Provided		
	Printed Appetizer Menu		
	Printed Bar Menu		

BILLING

	Total
Food	\$4,350.00

Subtotal		\$4,350.00
Mandatory Surcharge	22.0%	\$957.00
Sales Tax	10.0%	\$530.70
Gratuuity *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