

Banquet Event Order

Local Catering

Post As:	City of Bay Lake	Event Date:	Wednesday, March 13, 2024
Account:	City of Bay Lake	Contact:	Randy Singh
Address:	15403 Pebble Ridge Street Winter Garden, FL 34787	Phone:	
		Email:	singhrandy302@gmail.com
		Onsite Contact:	Randy Singh
		Onsite Phone:	
Payment Method:	Credit Card	Catering Manager:	Stephen MacDonell
		Phone:	(407) 827-7428
		Email:	smacdonell@wyndhamlbv.com

Event Time	Event Name	Room	Setup	Exp	Gtd	Set	Rental
7:00 AM - 12:00 PM	set-up	Horizons Salons 9-11	Special Setup Instructions	30			\$.00
8:30 AM - 10:00 AM	Meeting	Horizons Salons 9-11	Special Setup Instructions	30			\$350.00

All Food, Beverage, Room Rental & A/V are subject to 24% Service Charge and 6.5% State Sales Tax.

Menu	Setup
<p>Setup Horizons Salons 9-11 7:00 AM - 12:00 PM</p> <p>On own for Breaks- No F & B requested All food and beverage items consumed in banquet rooms, & hotel outlets must be purchased from the hotel</p> <p>Water Station</p>	<p>Setup Horizons Salons 9-11 7:00 AM - 12:00 PM</p> <p>Municipal Meeting & welcome table Ballroom Salons Theater Style w/ large center aisle Lectern on Floor or HT for 5, support HT for 2 AV Table & Materials table</p>
Beverage	Note: Any significant changes to public space room set up with in 72 hours of the event will result in additional fees
	Audio Visual
	<p>Setup Horizons Salons 9-11 7:00 AM - 12:00 PM</p> <p>- Encore supplies in house AV, power drops and Internet support- HT & Podium Mic See Encore quote-requires audio recording</p>
	Miscellaneous
	<p>Setup Horizons Salons 9-11 7:00 AM - 12:00 PM</p> <p>- CC Master Account Set/Strike/Service included in package The City of Bay Lake is exempt from state sales tax (?)</p> <p>- Comp F & F Self Parking as space allows.</p>

Signature acknowledges acceptance of Banquet Terms & Conditions. The Hotel is not responsible for damage or loss of items left in Hotel at any time. The Hotel reserves the right to reassign function space at its sole discretion. **Final guaranteed attendance numbers must be received three (3) business days prior to the start of the event. If these numbers are not received, the Expected attendance will become the guarantee.**

R. SM

02/13/2024

Organization Authorized Signature

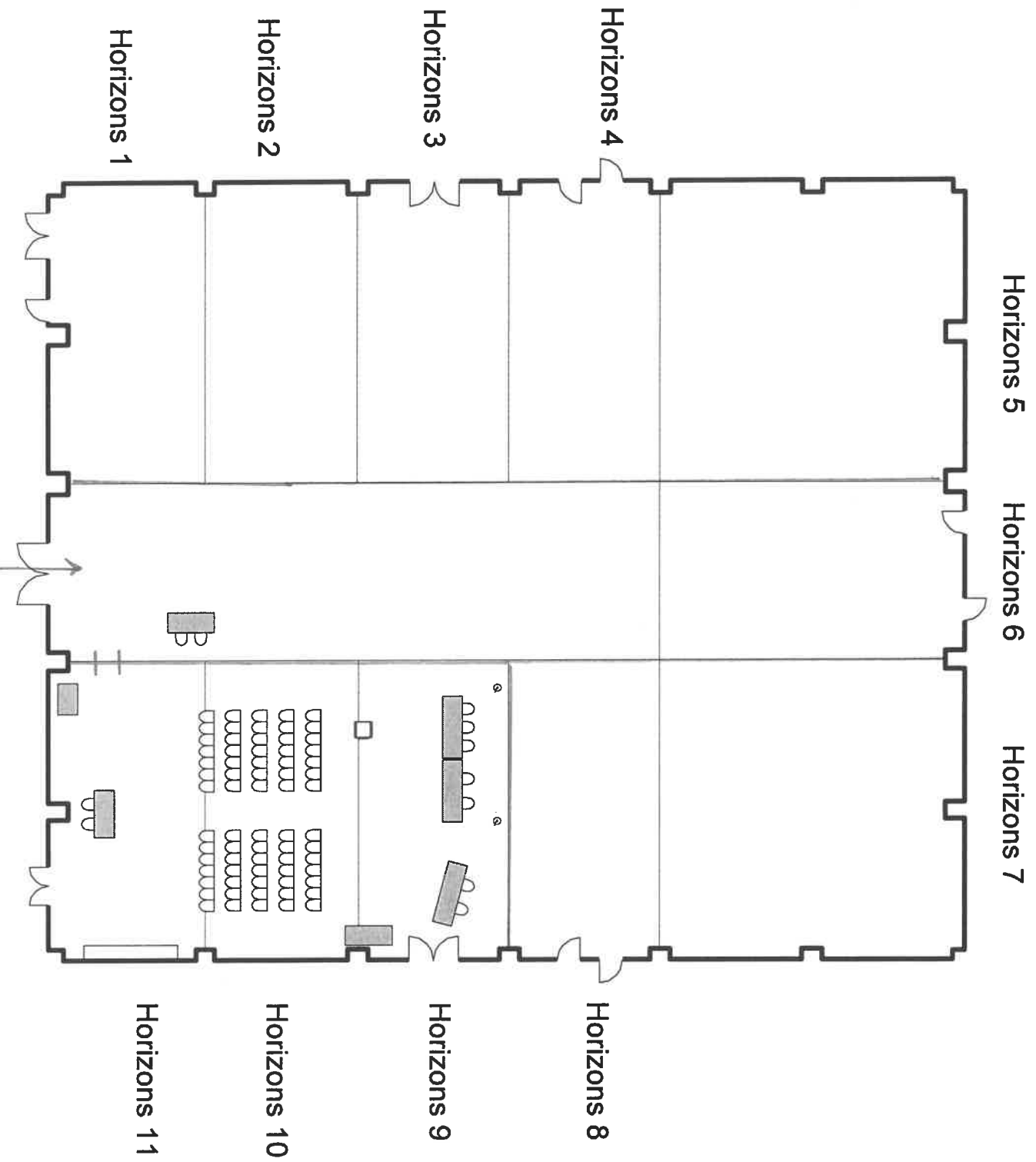
Date

[Signature]
2.8.24

Wyndham Lake Buena Vista Resort
Approval

Date

Horizons Ballroom





WYNDHAM
Lake Buena Vista Resort
 in the WALT DISNEY WORLD® Resort

GROUP AND CONVENTION AUTHORIZATION TO BILL CREDIT CARD

I Randy Singh authorize **The Wyndham Lake Buena Vista Resort** at 1850 Hotel Plaza Blvd. Lake Buena Vista, FL 32830 to charge my credit card # _____

Expiration date _____

Is this card a Debit card? Y N if this is a debit card, please note the full amount of the hold placed will come out of your account making those funds unavailable to you. Depending on your financial institution it may take 1-7 days for the initial hold to be released back to your account.

For the following charges, please mark all that apply:

- _____ Deposit in the amount of \$ 350.00
- _____ Room and Tax, Resort Fees and Tax, Parking and Tax
 (If Tax Exempt, Please attach copy of Florida State Exemption form)
- _____ Guest Room Incidentals
- _____ Meeting Room Charges, Catering Food & Beverage, Audio Visual & Tax
- _____ All Charges for Function
- _____ Other Charges

Name of Group Cities of Bay Lake and Lake Buena Vista

Dates of Function March 13, 2024

R. Singh _____ 02/13/2024
 Signature of Card Holder Date

Name as it appears on card Randy Singh

Address of Cardholder _____

City _____ State _____ Zip Code _____

PLEASE NOTE: Any deposits due will be charged upon receipt. Final payments for Room, Tax, Resort Fees and Parking charges, will be billed as they come due. For meeting and function related charges, a hold will be placed on this card 72 hours prior to the start of the event based upon the estimate of the above authorized charges to the master. The balance will be settled to the above card at the close of the event.