BANQUET EVENT ORDER

BEO #

Function Date:

Member:		***Function***	***Time***	***Venue***	***Gtd #***
Organizer/Signatory:		ETA	9:00 AM		
Membershhip No.		BREAKFAST	9:00 AM		pax
(O) Contact No.		LUNCH	12:30 PM		pax
(M) Contact No.		PM SNACK	3:00 PM		pax
Fax No.		DINNER			pax
Email Address		ETD	5:00 PM		

Food

1 Meeting Service Time: *9:00 AM*

(Food menu & price as below)

All Day Meeting Package NT$1500+10%

Assorted Finger Sandwiches 現做綜合三明治
Assorted Fresh Fruit platter 新鮮水果盤
Assorted Muffin and Pastries
早餐麵包組(瑪芬、可頌、丹麥)
Orange Juice 柳橙汁
Coffee and Tea

10:30AM Serve
Coffee and Tea

THE QUANTITY AND PORTION WILL BE SERVED FOR 1 ROUND BASED ON MINIMUM GUARANTEED.

2 Lunch Service Time: *12:30 PM*

(Food menu & price as below)

Special Meeting Lunch Set Menu
精選午間套餐

Selection of Homemade Breads
(Hard rolls & Soft rolls)

Soup
Creamy Mushroom Soup
蘑菇濃湯

Salad
California Caesar Salad
served with Caesar dressing
經典加州凱薩沙拉

Main Course
Oven Baked Wild Halibut (Half)and
Pan Seared Chicken Breast (Half)
on Rosemary Risotto Served with Edamame Salsa
海陸組合(香烤鱈魚搭香煎起司雞胸)
佐迷迭香義式燉飯

Dessert
Chocolate Bread and Butter Pudding
with Vanilla Custard
巧克力奶油布丁麵包

Tea or Coffee

3 Tea Time Service Time: *3:00 PM*

(Food menu & price as below)

Assorted Cake Platter 綜合蛋糕盤
Assorted American Cookies 招牌手工餅乾
Assorted Fresh Fruit 新鮮水果盤
Coffee, Tea and Iced Tea

Sub-total Price ***NT$ 1500 P/P+10%***

Beverage

1 Beverage Service Time 3:00PM

THE QUANTITY AND VARIETY WILL BE SERVED IN PUNCH BOWL

2 Additional Beverage & Wine Selections

(Charge accordingly plus 10%)

	Juice Bar	**NT$220**
	Orange, Cranberry, Grpaefruit, Coke, Sprite	
	House Selection Champange	**NT$1,200**
	House Selection White Wine	**NT$800**
	House Selection Red Wine	**NT$800**
Sub-total Price		***NT$ +10%***

Miscellaneous

1. **If Event Beyond 5:00pm Will Have Over Time Charge NT$2500 Per Hour.**
2. **If vegetarian set menu is required, please contact Banquet depart 48 hrs to prepare.**

Function Facility Requirements

	Stage(8ftx4ftx2ft; Max: 10 pieces)	**NT$0**
	Dance Floor(90 cmx90 cm)	**NT$0**
	Lectern	**NT$0**
	Wireless Microphone (Max: 4)	**NT$ /ea**
	Microphone Stand (Max: 4)	**NT$0**
	Flip Chart (10 pieces of paper included)	**NT$ 100 /ea**
	Registration Table (8ft Table with 4 seats)	**NT$0**
	Stationary Set (A4 x 10 + Pencil x 2)	**NT$ 100 /set**
	Floating Candle	**NT$ 30 /ea**
	Projector	**NT$2,500**
	Dressing Mirror(Max: 2)	**NT$0**
	Clothing Rack (Max: 2)	**NT$0**
Sub-total Price		***NT$ +10%***

Floor Plan

Estimate Breakdown of Expenses

Meeting Package Fee	x	pax	=	-	
	x	pax	=	-	
Facility Charge	x		=	-	
	x		=	-	
Sub Total				-	
Service Charge				-	
TOTAL ESTIMATE EXPENSES				-	
Downpayment					
BALANCE/OUTSTANDING				-	

Billing Arrangement

Full payment with OR# and other charges will be settled at the end of the day.
Rental for California in excess of 10:30 PM will be NT$4,500nett per hour or a fraction of an hour.

Distribution:

Kitchen	*Pastry*	*Maintenance*	*Janitor*	*Security*	*Housekeeper*	*Outlet Manager*	*Member's Signature*