

**CITY CLERK
ORIGINAL
EVENT ORDER**

R
RENAISSANCE®
HOTELS

RENAISSANCE PHOENIX GLENDALE HOTEL & SPA
9495 W Coyotes Boulevard, Glendale, AZ 85305-3136
PHONE: (623) 937-3700

Page # 1 of 1
Event Order #: 676420
Quote #: M-6EBL07Q
Folio #: 3384

FUNCTION DAY/DATE: Saturday, July 09, 2016
ORGANIZATION: Glendale Fire Department
POST AS: Firefighters Graduation
BILLING ADDRESS: 6829 North 58th Drive, Glendale, AZ 85301
CUSTOMER: Ms. Lis Cortes Phone #: (623) 930-4485 Fax #:
IN-HOUSE CONTACT: SAME
MANAGERS: Caren Murphy
DATE PRINTED: Friday, May 27, 2016

**C-10941
06/17/2016**

GUARANTEE IS REQUIRED 72 HOURS (3 WORKING DAYS) PRIOR TO EVENT BY 12PM. EVENTS HELD ON MONDAY OR TUESDAY, GUARANTEE IS DUE BY 12PM FRIDAY. OTHERWISE THE EXPECTED LISTED BELOW (EXP) WILL BECOME THE GUARANTEE. ROOM ASSIGNMENTS SUBJECT TO CHANGE.

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
8:00 AM-10:00 AM	Set Up POST AS: Set Up - DO NOT POST	Solana ABCDE		500		500
10:00 AM-2:00 PM	Ceremony	Solana ABCDE		500		500

No Food or Beverage Required at this Time

ROOM SET-UP

8:00 AM-10:00 AM Set Up Solana ABCDE
Theatre

Stage - 18'x24' with steps
6'x30" Tables - Set on stage, black linen
Standing Podium - On stage

Center Aisle require for Color Guard
Client providing flags

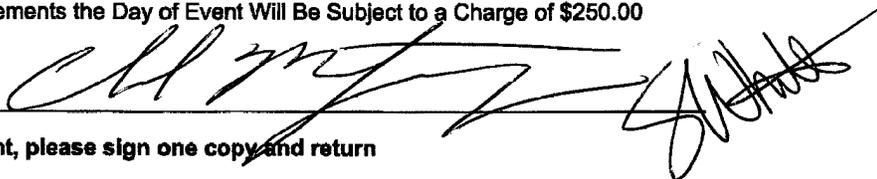
10:00 AM-2:00 PM Ceremony Solana ABCDE
Existing Set

AUDIO VISUAL

8:00 AM-10:00 AM Set Up Solana ABCDE

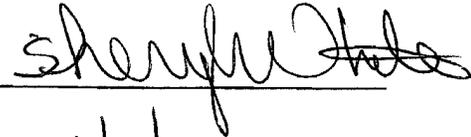
(1) AV Equipment Rental @ \$1,287.50 Each
(1) AV Labor Fee @ \$550.00 Each
(1) See Quote #3319-1505 Per Agreement Equipment and Labor plus service charge and sales tax will not exceed \$2500.00 total

All Room Rental, Food & Beverage, Audio Visual, and Miscellaneous Items are subject to 24% Service Charge and 10.2% Sales Tax. The Estimated Bill + 15% Will Be Charged Upon Receipt of Signed Contract. All Advanced Deposits are Non-Refundable. Organization agrees to notify Hotel in Writing of decision to cancel. If cancellation occurs after Event Order is signed, 100% of the estimated revenue will be due as a Cancellation Fee. Food & Beverage Minimum will be charged a 24% Service Charge and State Sales Tax. Final Guarantee for Attendees for your function must be no later than 12pm (3) three working days before your event. Should your guarantee not be received three days prior then the number on this Event Order becomes the agreed guarantee. Changes to Room Set Up Requirements the Day of Event Will Be Subject to a Charge of \$250.00

Signature: 

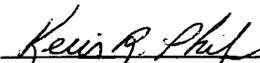
If in agreement, please sign one copy and return

Renaissance Phoenix Glendale Hotel & Spa
9495 W. Coyotes Boulevard
Glendale, AZ 85305-3136

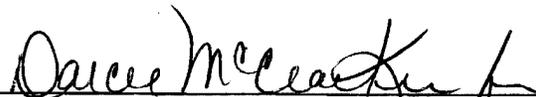
By: 

Date: 6/14/16

CITY OF GLENDALE, an Arizona
municipal corporation


Kevin R. Phelps, City Manager

ATTEST:


Pamela Hanna, City Clerk (SEAL)

APPROVED AS TO FORM:


Michael D. Bailey, City Attorney