

Michigan Union Events Services
530 S. State Street
Room 1310
Ann Arbor MI 48109-1349
Phone 734-763-5911 / Fax 734-763-1388

Client Group	Reservation:	29029
Delia Mota	Event Name:	ALMA Welcome Reception
Assisting Latinos to Maximize Achievement (ALMA)	Status:	Confirmed Requesting Food
906 S. University	Phone:	313-743-4585
Ann Arbor, MI 48104	Event Type:	Reception
	Shortcode:	931321
	Event Coord:	Margaret Aldridge

Bookings / Details	Quantity	Price	Amount
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Student Organization Cancellation Policy:

If a student organization fails to cancel a room reservation at least 7 days prior to their event (90 days for Ballroom, Pendleton and the University Club). The group shall be assessed the applicable room rental fee. Reservations cancelled by student organizations for free rooms will be assessed 20% of the Commercial rate.

Sunday, August 28, 2005

5:30 PM - 8:00 PM ALMA Welcome Reception (Confirmed With Food) University Club

Reserved: 4:30 PM - 9:00 PM

Banquet Rounds for 130

Room Charge: (2.5 hours @ \$60.00/hr, Minimum Charge \$300.00)	1	\$300.00	\$300.00
Less 80% Discount			(\$240.00)

MU Food and Beverage - Student:

5:45 PM - 8:00 PM Buffet for 140

Fajita Bar	140	\$6.25	\$875.00
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Chicken Strips, grilled julienne onions and peppers, shredded Cheddar cheese, shredded lettuce, sour cream and salsa.

Spanish Rice

Black Beans and Corn

Flour Tortillas

Tortilla Chips and Salsa

Sparkling Fruit Punch by the gallon	16	\$12.50	\$200.00
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Full Coffee Service	45	\$1.00	\$45.00
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Ice Water	50		
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Assorted Bar Cookies	4	\$9.50	\$38.00
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Mini Cheesecakes, Dz.	4	\$12.00	\$48.00
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Petit Fours, Asst-Dz.	4	\$12.00	\$48.00
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MU Food Service Misc.:

Tablecloth 52 x 52	15	\$3.40	\$51.00
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Votives with Candles	20	\$1.50	\$30.00
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MU Food Service Notes:

GUESTS WILL ARRIVE AT 6PM!!

Contact, Delia Mote will be in early to put out literature and get check in table ready.

FS to cloth and skirt 6ft table in hall for check in.

FS contact is Veronica Lopez

Navy/Gold--Michigan Theme napkins and accents on food/bev tables.

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This is a welcome reception for Latino/a students to campus, parents of the students are invited too!			
There will be students/faculty/staff in attendance.			
FS to cloth all tables in room and provide votive candle on each group of tables.			
FS to put votive candles on Food/Bev table too.			
Use Hot U-Club bar for Fajita Bar, extra 6ft next to it for toppings etc on West end of room.			
(1) 6ft for Beverages/sweets near bay window/Bates room.			
FS to replenish beverages if needed during event, charge for amounts replenished.			
MU Furnishings:			
Pipe & Drape, black	2		
Less 50% Discount			
Risers, 6'x8'	1	\$22.00	\$22.00
Less 50% Discount			(\$11.00)
MU Setup A/V:			
5:00 PM ***			
Sound System, 6 Channel with wired Mic	1	\$84.00	\$84.00
Less 50% Discount			(\$42.00)
<i>Group will be using sound system to play tapes/cd's</i>			
Podium, Floor	1		
MU Setup A/V Notes:			
Skirted riser on north end of room.			
Podium w/mic on riser for speaker.			
MU Setup Notes:			
Set up to move exsiting U-club Bars to south end of room and "hide" w/pipe and drape.			
(3) 6' on North wall for 2 sided buffet			
(2) 6ft in bay window for beverages.			
(1) 6ft in hall w/2 chairs for check-in.			
Group existing U-Club tables and chairs in 6's & 8's for guest seating for 140--bring in additional rounds/chairs if needed to accommodate count.			

Subtotal	\$1,448.00
MU Sales Tax (6%)	\$75.24
MU Gratuity - 18% (18%)	\$225.72
Grand Total	\$1,748.96

Group agrees to abide by the terms and conditions of the Michigan Union Facilities Use Policy
http://www.umich.edu/~munion/sched/Sched_Policies.html. I warrant I have authority to make this Agreement on behalf of Group.

Authorization for Group: _____
 (signature)

Authorization for Group: _____

Bookings / Details**Quantity****Price****Amount**

(printed)

M.U. Authorization by Audrey A. Schwimmer, Director, Michigan Union

For security reasons, upon arrival your scheduled room(s) may be locked. Please proceed to the Campus Information Center located on the 1st floor to alert the Building Manager.