



### Banquet Event Order

<b>Post As:</b>	Hill Country Cloggers	<b>Event Date:</b>	Sunday, December 10, 2023
<b>Account:</b>	Hill Country Cloggers	<b>Contact:</b>	Audrey Wight Koester
<b>Address:</b>	,	<b>Phone:</b>	(518) 279-3067
		<b>Email:</b>	audreywkoester@gmail.com
<b>Master Account #:</b>	2968	<b>Sales Manager:</b>	Paige Palmateer
<b>Payment Method:</b>	Check/Cheque	<b>Phone:</b>	518-272-1700
		<b>Email:</b>	paige.palmateer@hilton.com

Event Time	Event Name	Room	Setup	Agr	Gtd	Set	Rental
11:00 AM - 11:45 AM	Registration	Ballroom Foyer	Registration				\$ .00
11:45 AM - 4:45 PM	Cash Bar	Ferris Grand Ballroom		50			\$ .00
11:45 AM - 5:00 PM	Dance	Ferris Grand Ballroom	Special Setup Instructions	50	45		\$250.00
1:00 PM - 3:00 PM	Lunch	Ferris Grand Ballroom	Special Setup Instructions	50	45		\$ .00

QTY	Package	Description	Total Price
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Final Guaranteed attendance is due FIVE (5) business days prior to the first event.

Menu	Setup
<b>Ferris Grand Ballroom   1:00 PM - 3:00 PM</b>  <b>CUSTOM LUNCH BUFFET</b> <b>Serve Time: 1:00 PM to 3:00 PM</b> Warm Rolls and Sweet Cream Butter Green Salad, Cucumbers, Carrots and Grape Tomatoes and Chef's Choice of Dressing Yankee Pot Roast- Fork tender pot roast with roasted root vegetables Chicken with Mushrooms and Madeira Butter Penne Pasta with Marinara Sauce Chef's Selection of Starch and Vegetable Freshly Brewed Coffee, Decaffeinated Coffee and a Selection of Hot Teas Chef's Selection of Dessert <b>42 @ \$31.00 Per Person</b>  <b>KID'S MEALS (Under 12)</b> <b>Serve Time: 1:00 PM to 3:00 PM</b> Chicken Tenders & French Fries - Served with Ketchup & BBQ Sauce Assorted juice, regular & diet sodas <b>3 @ \$18.00 Per Person</b>  <b>ADULT ADD ON - CHICKEN TENDERS &amp; FRENCH FRIES</b> <b>2 @ \$3.00 Per Person</b>  <b>FOOD NOTES</b> Per person price is inclusive of administrative fees & gratuity.  Plate all chicken tender & French fry meals. Do not put on buffet.	<b>Ballroom Foyer   11:00 AM - 11:45 AM</b> 6' Registration Table with (2) Chairs, Set in the Foyer Outside of the Meeting Room  <b>Ferris Grand Ballroom   11:45 AM - 5:00 PM</b> SEE DIAGRAM Banquet Rounds of 8 Black Tablecloths with Ivory Overlay and Black Napkins Hotel Centerpieces Dance Floor Bar Back and Portable Bar Beverage Station DJ Table  <b>Audio Visual</b>  <b>Ferris Grand Ballroom   11:45 AM - 5:00 PM</b> NO AV REQUESTED  <b>Miscellaneous</b>  <b>Ferris Grand Ballroom   11:45 AM - 5:00 PM</b> \$100.00 Bar Set Up Fee <b>1 @ \$100.00 Per Event</b> GROUP IS TAX EXEMPT  Final Payment Is Required (5) Business Days In Advance before date of Actual Event, Via Certified Check or Credit Card  A Final Number of Attendees is Due (7) Business Days Prior to Arrival. The Groups Guarantee is Due: <b>12/4/2023</b>
<b>Beverage</b>	

Organization Authorized Signature

Date

Hilton Garden Inn Troy and The Rensselaer  
Banquet & Conference Facility Approval

Date



### Banquet Event Order

Ferris Grand Ballroom | 11:45 AM - 4:45 PM

**CASH BAR**

**Serve Time: 11:45 AM to 4:45 PM**

Premium Cocktail @ \$12.00 Per Glass  
Signature Cocktail @ \$8.00 Per Glass  
Deluxe Cocktail @ \$10.00 Per Glass  
Domestic Bottled Beer @ \$5.00 Per Bottle  
Premium Glass of Wine @ \$12.00 Per Glass  
Glass of House Wine @ \$7.00 Per Glass  
Imported Bottled Beer @ \$6.00 Per Bottle  
Soda and Sparkling Water @ \$3.00 Per Bottle

A mandatory gratuity equal to 16% of the total cost of food, beverage & room rental will be added to your bill and will be fully distributed to Hotel employees performing work as Servers, bussers, captains and bartenders in connection with your event.

The mandatory gratuity will not be distributed to supplemental workers employed by an outside agency. These third party supplemental workers will be compensated by the agency for whom they work, and neither they nor the agency will receive any portion of the mandatory gratuity.

Separate administrative fees will be added to your bill for:

7% of the total costs of food, beverage & room rental  
And 23% of the audio visual costs.

These administrative fees are NOT a gratuity and will not be distributed to Hotel employees or supplemental agency workers who provide service. These fees are retained by the Hotel to defray its costs for the administration of the event. These administrative fees are subject to New York State Sales Tax.

Organization Authorized Signature

Date

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