



EVENT ORDER
Veteran's Affair Benefit
 Mission Event Center
 200 N. Shary Rd
 Mission, TX 78572
 jguzman@missiontexas.us
 P: (956) 584-4321

Primary Contact	Address	Email Address	Telephone
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Veteran's Affair Benefit					
Date	Time	Location	Setup Style	Function	#
Fri, 10/27/2023	12:00pm-6:00pm	Valencia / Ruby Red	Multiple Set up (see diagram)	Exhibits	200

Service Fees				
Service Details	Menu	Qty	Price	Total
	12:00pm / Valencia / Ruby Red / Exhibits Setup and Service Menu			
Fees	Outside Caterers-Food served in Meeting Room		\$250.00	

Room Rental				
Service Details	Menu	Qty	Price	Total
	12:00pm / Valencia / Ruby Red / Exhibits Room Rental			
Non Profit & Residential	Valencia		\$1,350.00	
	Ruby Red		\$1,500.00	

Equipment				
Service Details	Menu	Qty	Price	Total
	12:00pm / Valencia / Ruby Red / Exhibits Setup and Service Menu			
Set-up Needs	Other Furnishings <i>client will use all 25 6ft tables for vendor booths</i> <i>Registration Table</i> Projector <i>will use projector/screens inside room if needed</i> Podium <i>with mics if needed</i> Video <i>will use video walls at lobby area if needed</i>	1	\$500.00	\$500.00
Vendors	Vendor 1 <i>client to provide contact information of any vendor coming in to setup.</i>			

Internal (No Taxes or Fees)				
Service Details	Menu	Qty	Price	Total
	12:00pm / Valencia / Ruby Red / Exhibits Setup and Service Menu			
Fees	Refundable Damage Deposit		\$500.00	

CHARGES		
	Charges	Total
Equipment	\$500.00	\$500.00
Totals	\$500.00	\$500.00
	Payments Received	\$0.00
	Balance Due	\$500.00

CUSTOMER ACCEPTANCE: The undersigned accepts the responsibility for the services and prices listed in this agreement:

Client Signature: _____ **Date:** _____