



# Society of Broadcast Engineers

Saturday, December 16, 2023

## AGREEMENT

**ACCOUNT:** Jim Dalke

**SALES MANAGER:** Ivar's Salmon House \*  
Private Dining and Events

**CONTACT:** Jim Dalke

**EMAIL:** [shbanquets@keepclam.com](mailto:shbanquets@keepclam.com)

**EMAIL:** [jim@dalke.com](mailto:jim@dalke.com)

**PHONE:** 206-632-0767

**PHONE:** (206) 660-3119

**ADDRESS:**

## EVENT SUMMARY

Date	Time	Areas	Event Type	Guests	Gtd	Rental	Event F&B Min
12/16/2023	4:30 pm - 8:00 pm	Potlatch		40			\$2,400.00

## GENERAL NOTES

Alcohol and food on SEPARATE TABS

Set the temp in room to 70 degrees at 4:30 PM

Arrival at 4:45 PM

FRUIT @ 5:30 PM

DINNER BUFFET OPEN AT 6:00 PM

HOSTED BEER & SELECT WINE- 14 HANDS CHARD & CAB

6' Registration table

2 6' gift display tables on the north wall

Podium, mic, projector, screen

## FOOD

Qty	Price	Total
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**The Muckleshoot**

\$52.00

Rolls and Butter

**Soup or Salad**

Mixed Green Salad with Balsamic Vinaigrette

Seasonal Fresh Fruit Platter

**Entrées**

Alder Grilled Wild Coho Salmon

Alder Grilled Chicken Marsala

Alder Grilled Flank Steak

Seasonal Fresh Steamed Vegetable with Butter

**Starch Options**

Red Skin Mashed Potatoes

Assorted Cookies and Brownies

Coffee, Soft Drinks, Hot or Iced tea

**FOOD & BEVERAGE NOTES**

Hosted, please give Bar Tab to Stephen Lockwood

**SETUP**

Need 2 6 foot tables for gift exchange

Need podium. screen and projector with micro phone

**ESTIMATED BILLING**

		Total
Subtotal		\$0.00
Sales Tax	10.25%	\$290.28
Gratuity	18.0%	\$432.00
F&B Minimum	\$2,400.00 Total -\$0.00 Met	\$2,400.00
Grand Total		\$3,122.28
<b>Estimated Amount Due</b>		<b>\$3,122.28</b>



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### TERMS AND CONDITIONS

\*\*\*Guaranteed number of guests and entree counts (when required) are due 3 business days prior to the function date\*\*\*

#### **Billing**

**Billing will be presented on one check only. We are sorry we cannot make exceptions to this policy.**

All balances will be due at the end of the function.

You do not have to tip Salmon House or Acres of Clams employees anymore as our service is included in the price.

Washington State sales tax of 10.25% will be added to the final bill.

We accept cash, Visa, MasterCard, American Express and Discover.

*If room minimum (the minimum is the amount before sales taxes have been added) is not met, then customer will be responsible for Remaining Minimum.*

#### **Cancellations**

While we do not require deposits (except in December) at the time of your reservation we may ask for a valid credit card in order to reserve a room. Cancellations without penalty may be made up to 5 business days prior to the event date. Should you find it necessary to cancel your reservation within 3 business days you will be charged for 30% of your expected billing based on your original reservation in order to cover the cost of product that has been received by the restaurant for your event. You will also be charged for any other costs related to outside services that may have been rented or arranged for you, by us, at your request.

#### **Food and Beverages**

All food and alcoholic beverages must be purchased through Ivar's Salmon House or Ivar's Acres of Clams. Specialty cakes from outside vendors may be brought in to the restaurants with no additional fees.

Private Hosted and Non-Hosted bars are available for in-room service for parties over 50.

Groups of less than 50 may request a bar set-up in the room for their event for a set-up fee of \$100.00.

**All food and beverage prices are subject to change without notice.**

### **Parking**

Ivar's Salmon House has 2 large parking lots across the street from the restaurant that is free to all guests of Ivar's.

## **Client Signature**