HYATT PLACE BOISE TOWNE SQUARE

925 NORTH MILWAUKEE STREET
BOISE, IDAHO 83704
(208) 375- 1200

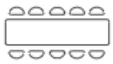
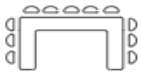
BANQUET EVENT ORDER FORM

Function Date:	
Posting Name:	
On Site Contact:	
Phone:	
Organization:	
Address:	
Contact:	
Phone:	
Email:	
Payment Type:	
Meeting Function:	

FUNCTION	TIME	LOCATION

MENU

MEETING ROOM RENTAL	
__ MR 1 (494Sq Ft) - $200	__ MR 2 (456Sq Ft) - $200
__ MR 1&2 (950Sq Ft) - $350	

MEETING ROOM SET UP		
 Conference Room	 U-Shape	Hollow Square
Classroom	Reception	Rounds Room
Theater	Rounds Crescent	**NUMBER OF PEOPLE:** _____

ROOM EXTRAS NEEDED (INCLUDED)		
___ TV	___ PROJECTOR	___ HDMI CABLE
___ 1 FLIP CHART	___ MARKERS	___ A / V

COST BREAKDOWN	
Meeting Room Rental:	
Total:	
Tax:	
Grand Total:	

SPECIAL REQUESTS

DISCLOSURE
Client agrees to notify hotel of any cancellations or changes by the cutoff date to avoid a 50% charge of total meeting room costs being charged to client. No outside food or beverage permitted.

CLIENT SIGNATURE	
DATE	
HOTEL SIGNATURE	