

Event Status: Definite
Host's Name: Heather teRiele
Host's Phone: (315) 267-2175

Event Name: SUNY Potsdam - 3/26/17
Event Date: Sunday, 03/26/2017
Booking ID Number: a0Ed000001HYSyzEAH
Last Modified Date: Friday, March 24, 2017 3:17 PM
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Dave & Buster's Address	Event Date	Event Area	Set Up	Guest Count
1856 Veteran's Memorial Hwy Islandia, NY 11749	03/26/2017, 6:00 PM - 8:00 PM	Showroom	See Notes	100

SET UP NOTES

HOST WILL ARRIVE AT 5:00PM
EVENT WILL START AT 6:00PM

THEATER-STYLE ON LOWER LEVEL
WITH BUFFET AND HIGH TOPS ON UPPER LEVEL

WHITE LINENS WITH BURGUNDY OVERLAYS

REGISTRATION TABLE OUTSIDE OF SHOWROOM

WILL NEED USE OF SCREEN, PROJECTOR, PODIUM, & MICROPHONE

TOM WILL BE THE ON-SITE "HOST" AND WILL BE PAYING THE BALANCE.

TAX EXEMPT
GROUP WILL BE PAYING IN FULL DAY OF EVENT

OTHER NOTES

Dave and Buster's requires a 50% deposit and signed contract before an event can take place. The remaining balance is due in its entirety at the conclusion of the event.

The minimum guest count required is 50 maximum capacity is 120 guests.

Final guest count is due five (5) business days (Monday-Friday) prior to the event. If a final guarantee is not received by this date, the host will be charged based on the original details of the signed contract.

EVENT AREA: Event area must be released at the expiration of the contracted rental time. Should guest wish to extend the reservation, the manager on duty must give verbal approval.

DECORATIONS: We do not allow decorations of confetti, glitter, silly string, small particle items or open flames (candles, tea lights, etc).

OUTSIDE FOOD: We do not permit any outside food, beverages or dessert items (except a regular non-ice cream store bought sheet cakes for birthdays and anniversaries) brought in from the outside.

ITEMS LEFT BEHIND: If decorations or other items are left behind, D&B will not be responsible for these items. If something is found, we will try to hold it for up to 48 hours. After that the items will be discarded.

PAYMENT: For your protection, Dave and Buster's does not keep credit card information on file. Please insure that you have a form of payment to pay your event balance upon the conclusion of your event. You may pay the remaining balance with cash, credit card or company check. We do not accept personal checks.

VALID I.D.'S REQUIRED: Dave & Buster's is licensed as a restaurant and bar, therefore we card all guests at the door and/or bar. Each guest will need to make sure they bring their valid ID.

UNDERAGE POLICY: For admission, guests under the age of 18 must be

MENU AND SODA SELECTIONS

6:00 PM SUNY Potsdam - 3/26/17

100 Pick Six Appetizer #1 @\$20.99
~Level 1~

Signature baked spinach dip,
Pretzel bites,
Boneless buffalo wings,
~Level 2~

Fresh vegetables served with ranch dip,
Tortilla chips served with fresh guacamole,
Assorted cheeses with crackers,

100 Unlimited coffee, tea and soda @\$2.79

Includes Fountain sodas, pink lemonade, coffee, iced tea & hot tea.
(D&B bottled Root Beer, Milk, juice & smoothies/virgin drinks are billed at an extra cost & are not included)

SERVE BUFFET AT 5:45PM.

OTHER BEVERAGE SELECTIONS

POWER CARD AND TEAMBUILDING SELECTIONS

6:00 PM SUNY Potsdam - 3/26/17

1 Area Rental @\$300.00

Host is required to present proof of tax exempt status no later than 3 days prior to the event. Groups not providing this documentation prior to the event will be charged all taxes on the day of the event.

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accompanied by an adult or guardian. A guardian is a person of 25 years of age or older who agrees to be responsible for the conduct, supervision and safety of the underage guest. One party or guardian can accompany up to a maximum of six underage guests. Any person under the age of 21 caught drinking alcoholic beverages will be immediately removed from the premises. Underage guests must remain with their parents or guardian at all times.

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SUMMARY OF EVENT CHARGES

SUMMARY OF CHARGES	Subtotal	
Food Items		
100 Pick Six Appetizer #1 @ \$20.99 pcs	\$2099.00	
100 Unlimited coffee, tea and soda @ \$2.79 pcs	\$279.00	
	Subtotal Food: \$2,378.00	
Other Items		
1 Area Rental @ \$300.00 pcs	\$300.00	
	Subtotal Other: \$300.00	
	Subtotal: \$2,678.00	
	Less Deposits: \$0.00	
	Suggested Gratuity: \$475.60	
	Balance Due: \$3,153.60	