

**CITY CLERK  
ORIGINAL**

C-9728  
01/09/2015

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**CITY OF GLENDALE, ARIZONA**

**EVENT ORDER**

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**(PLEASE DO NOT REMOVE ~ THIS IS PART OF THE OFFICIAL DOCUMENT)**



**EVENT ORDER**  
 RENAISSANCE PHOENIX GLENDALE HOTEL & SPA  
 9495 W. Coyotes Blvd., Glendale, AZ 85305  
 PHONE: (623) 937-3700

Page # 1 of 2  
 Event Order #: 694143  
 Quote #: M-210LN0Z  
 Folio #:

FUNCTION DAY/DATE: Friday, January 09, 2015  
 ORGANIZATION: City of Glendale  
 POST AS: City of Glendale Meeting  
 BILLING ADDRESS: 5850 W Glendale Avenue Ste 431, Glendale, AZ 85301-2563  
 CUSTOMER: Amy Handlong Phone #: (623) 930-4318 Fax #:  
 IN-HOUSE CONTACT: SAME  
 MANAGERS: Sheryl White  
 DATE PRINTED: Wednesday, December 24, 2014

**GUARANTEE OF ATTENDANCE IS REQUIRED 72 HOURS (3 WORKING DAYS) PRIOR TO EVENT. OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE. CHANGES TO ROOM SET UP REQUIREMENTS ON THE DAY OF WILL BE SUBJECT TO A CHARGE OF \$250.00**

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
9:00 AM-6:00 PM	Meeting	Cira Ballroom AB		35	35	
8:45-9:30 8:30 AM-9:15 AM	Continental Breakfast	Cira Ballroom AB		35	35	
9:15 AM-6:00 PM	Continuous Break	Cira Ballroom AB		35	35	
3:00 PM-3:30 PM	Coffee Break	Cira Ballroom AB		35	35	

*8:45 am*  
~~8:30 AM Continental Breakfast~~

**Renaissance Continental Breakfast**

Sliced Fruit Display  
 Fresh Baked Assorted Danishes and Muffins  
 Selection of Chilled Fruit Juices  
 Coffee and Tea Service

\$21.00 per Person

*9:30 am*  
~~9:15 AM Continuous Break~~

**All Day Beverage Service #2**

Coffee, Decaffeinated Coffee and Tea  
 Pepsi Soft Drinks and Bottled Water

\$19.00 per Person

*2:00 pm*  
~~3:00 PM Coffee Break~~

Trail Mix (Individually Packaged) @ \$4.50 Each  
 On Consumption

(2) Dozen Freshly Baked Cookies @ \$44.00 per Dozen

(12) Servings Popcorn and Pretzels @ \$3.50 Each  
 Served Family Style

**BANQUETS**

*8:45-9:30*  
~~8:30 AM-9:15 AM~~ Continental Breakfast  
 BREAKFAST TO BE SET FOR 45 MINUTES

GROUP HAS 2014 PRICING



**EVENT ORDER**  
 RENAISSANCE PHOENIX GLENDALE HOTEL & SPA  
 9495 W. Coyotes Blvd., Glendale, AZ 85305  
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Page # 2 of 2  
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FUNCTION DAY/DATE: Friday, January 09, 2015  
 ORGANIZATION: City of Glendale

**ROOM SET-UP** 9:00 AM-6:00 PM Meeting Cira Ballroom AB  
 Special

Pads, Pens, Candy at Water Station  
 Cira A Room Set: See Diagram U Shape for 11 set 2 per 6'  
 1-6' for City Clerk  
 1-6' for Speaker at Opening of U  
 Remaining Seats TS behind U  
 Cira B Set Rounds of 10 - House Choice Liners

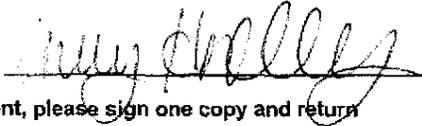
**AUDIO VISUAL** 9:00 AM-6:00 PM Meeting Cira Ballroom AB

(1) AV Order #17614176 includes Video Support, Mixer, House Patch, Microphones,  
 Flipchart CLIENT PROVIDING LAPTOP @ \$722.50 Each  
 (1) AV Order #174614176 Labor Fee @ \$675.00 Each

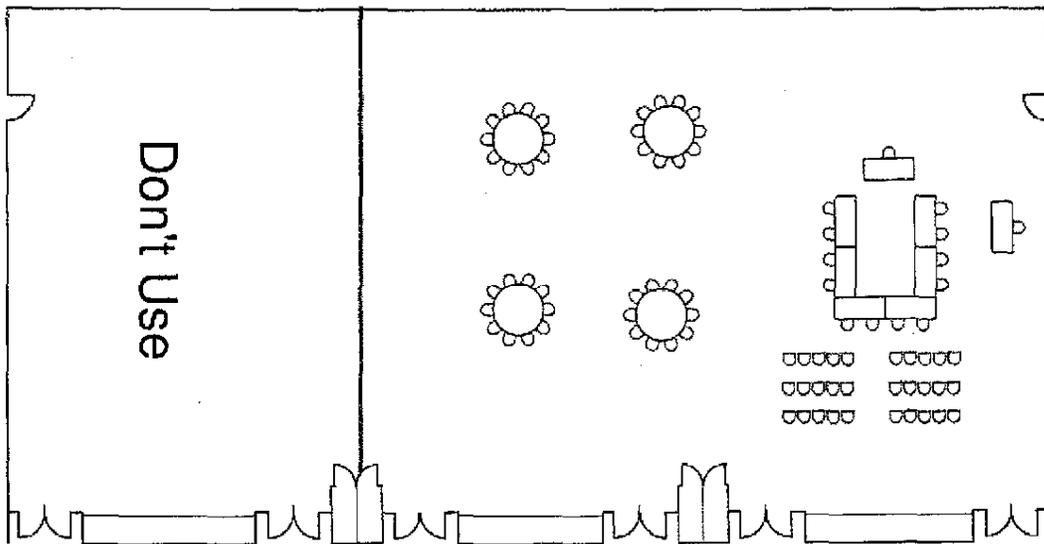
**MISCELLANEOUS** 9:15 AM-6:00 PM Continuous Break

ALL DAY BREAK TO START AFTER CONT BREAKFAST SERVICE TIME CONCLUDES  
 GROUP HAS 2014 PRICING

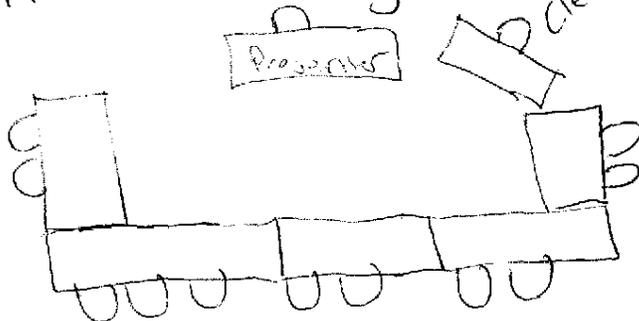
All Room Rental, Food & Beverage, Audio Visual, and Miscellaneous Items are subject to 22.5% Service Charge and 10.2% Sales Tax. The Estimated Bill + 15% Will Be Charged Upon Receipt of Signed Contract. All Advanced Deposits are Non-Refundable. Organization agrees to notify Hotel in Writing of decision to cancel. If cancellation occurs after Event Order is signed, 100% of the estimated revenue will be due as a Cancellation Fee. Food & Beverage Minimum will be charged a 22.5% Service Charge and State Sales Tax. Final Guarantee for Attendees for your function must be no later than 12pm (3) three working days before your event. Should your guarantee not be received three days prior then the number on this Event Order becomes the agreed guarantee.

Signature: 

If in agreement, please sign one copy and return



Can this be changed?



## Renaissance Phoenix Glendale Hotel & Spa

(623) 937-3700

Check #: 736662  
 Print #: 1  
 Status: Trial  
 Business Type: Local  
 Function Space: MULTIPLE  
 Event Manager: Sheryl White

City of Glendale Meeting  
 5850 W Glendale Avenue Ste 431  
 Glendale, AZ 85301-2563  
 (623) 930-2088

Page #: 1  
 Folio #:  
 Bill Method:  
 Event Order #: 694143

Contact: Amy Handlong  
 Friday, January 09, 2015

Quantity	Item	Unit Price	Total Price
<b>Food</b>			
Continental Breakfast, Cira Ballroom AB			
31	Renaissance Continental Breakfast	\$21.00	\$651.00
Continuous Break, Cira Ballroom AB			
31	All Day Beverage Service #2	\$19.00	\$589.00
Coffee Break, Cira Ballroom AB			
1	Trail Mix (Individually Packaged)	\$4.50	\$4.50
2	Dozen Freshly Baked Cookies	\$44.00	\$88.00
12	Servings Popcorn and Pretzels	\$3.50	\$42.00
<b>Subtotal Food</b>			<b>\$1,374.50</b>
<b>Audio Visual</b>			
Meeting, Cira Ballroom AB			
1	AV Order #17614176 includes Video Support, Mixer, House Patch, Microphones, Flipchart	\$722.50	<del>\$722.50</del>
1	AV Order #174614176 Labor Fee	\$675.00	<del>\$675.00</del>
<b>Subtotal Audio Visual</b>			<b><del>\$1,397.50</del></b>
Service Charge @ 22.5%			\$309.27
Audio Visual Service @ 22.5%			<del>\$314.44</del>
Sales Tax @ 10.2%			\$203.82
Audio Visual Tax @ 9.2%			<del>\$128.57</del>
<b>Grand Total:</b>			<b>\$3,728.10</b>

Has been revised since this was created.

Signature:   
**GUEST COPY**

All Room Rental, Food & Beverage, Audio Visual, and Miscellaneous Items are subject to 22.5% Service Charge and 10.2% Sales Tax.

Marriott Proprietary and Confidential



**EVENT ORDER**  
 RENAISSANCE PHOENIX GLENDALE HOTEL & SPA  
 9495 W. Coyotes Blvd., Glendale, AZ 85305  
 PHONE: (623) 937-3700

Page # 1 of 1  
 Event Order #: 765896  
 Quote #: M-210LN0Z  
 Folio #:

FUNCTION DAY/DATE: Friday, January 09, 2015  
 ORGANIZATION: City of Glendale  
 POST AS: City of Glendale Meeting  
 BILLING ADDRESS: 5850 W Glendale Avenue Ste 431, Glendale, AZ 85301-2563  
 CUSTOMER: Amy Handlong Phone #: (623) 930-4318 Fax #:  
 IN-HOUSE CONTACT: SAME  
 MANAGERS: Sheryl White  
 DATE PRINTED: Wednesday, December 24, 2014

**GUARANTEE OF ATTENDANCE IS REQUIRED 72 HOURS (3 WORKING DAYS) PRIOR TO EVENT. OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE. CHANGES TO ROOM SET UP REQUIREMENTS ON THE DAY OF WILL BE SUBJECT TO A CHARGE OF \$250.00**

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
12:00 PM-1:00 PM	Lunch	Cira Ballroom AB		35	35	

**12:00 PM Lunch**

**MODIFIED Deli Shop Stop Lunch Buffet**

Tossed Renaissance Salad with Various Toppings and Three Salad Dressings  
 Tri-Color Cheese Filled Tortellini Salad with Italian Herb Dressing  
 Dill Cucumber Salad  
 Farm Style Red Skin Potato Salad

NY Deli Style Sandwiches  
 Smoked Turkey, Ham, Roast Beef, Italian Meats and Cheeses with Various Condiments  
 Artisan Style Breads  
 Homemade Kettle Chips

Assortment of Dessert Bars  
 Iced Tea and Coffee Service

\$35.00 per Person

**BANQUETS**

SERVICE TIME IS 1 HOUR

THIS IS A WORKING LUNCH - USED ROLLED SILVER

**ATTENTION CHEF**

SOUP HAS BEEN REMOVED & PRICE ADJUSTED ACCORDINGLY

**MISCELLANEOUS**

GROUP HAS 2014 MENUS PER ALLAN

All Room Rental, Food & Beverage, Audio Visual, and Miscellaneous Items are subject to 22.5% Service Charge and 10.2% Sales Tax. The Estimated Bill + 15% Will Be Charged Upon Receipt of Signed Contract. All Advanced Deposits are Non-Refundable. Organization agrees to notify Hotel in Writing of decision to cancel. If cancellation occurs after Event Order is signed, 100% of the estimated revenue will be due as a Cancellation Fee. Food & Beverage Minimum will be charged a 22.5% Service Charge and State Sales Tax. Final Guarantee for Attendees for your function must be no later than 12pm (3) three working days before your event. Should your guarantee not be received three days prior then the number on this Event Order becomes the agreed guarantee.

Signature: \_\_\_\_\_

If in agreement, please sign one copy and return

Marriott Proprietary and Confidential

# Renaissance Phoenix Glendale Hotel & Spa

(623) 937-3700

Check #: 736568  
Print #: 1  
Status: Trial  
Business Type: Local  
Function Space: Cira Ballroom AB  
Event Manager: Sheryl White

City of Glendale Meeting  
5850 W Glendale Avenue Ste 431  
Glendale, AZ 85301-2563  
(623) 930-2088

Contact: Amy Handlong  
Friday, January 09, 2015

Page #: 1  
Folio #:  
Bill Method:  
Event Order #: 765896

Quantity	Item	Unit Price	Total Price
<b>Food</b>			
35	MODIFIED Deli Shop Stop Lunch Buffet	\$35.00	\$1,225.00
	<b>Subtotal Food</b>		\$1,225.00
	Service Charge @ 22.5%		\$275.63
	Sales Tax @ 10.2%		\$153.06
	<b>Grand Total:</b>		\$1,653.69

Signature: \_\_\_\_\_

*Amy Handlong*  
**GUEST COPY**

All Room Rental, Food & Beverage, Audio Visual, and Miscellaneous Items are subject to 22.5% Service Charge and 10.2% Sales Tax.

Marriott Proprietary and Confidential

**R**  
**RENAISSANCE\***  
GLENDALE HOTEL & SPA

**CATERING/CONVENTION COST ESTIMATE**

Date: revised 1/7/15  
 Convention Services Manager: sheryl  
 Sales Manager: sheryl  
 Group: City of Glendale  
 Group Master/House Acct Number: 1962  
 Group Date(s): 1/9/2015

Summary of Charges:	# of Rooms	Rate	TOTALS
Room Revenue:	# of Rooms	Rate	\$ -
Room Revenue:	# of Rooms	Rate	\$ -
Subtotal			\$ -
Room Tax @ 15.17%			\$ -
Total Room & Tax			\$ -
Miscellaneous Room Charges			\$ -
Miscellaneous Room Charges			\$ -
Miscellaneous Room Charges			\$ -
Total Miscellaneous Room Charges			\$ -
Food & Beverage			\$ 2,625.00
Service Charge @ 22.5%			\$ 590.63
Total F&B Revenue			\$ 3,215.63
F&B Tax @ 10.2%			\$ 327.99
Total Food & Beverage			\$ 3,543.62
Meeting Room Rental			\$ -
Service Charge @ 22.5%			\$ -
Meeting Room Rental Tax @ 3.4%			\$ -
Service Charge Tax @ 10.2%			\$ -
Total Meeting Room			\$ -
Audio Visual			\$ 802.50
Service Charge @ 22.5%			\$ 180.56
Audio Visual Tax @ 9.2%			\$ 73.83
Service Charge Tax @ 10.2%			\$ 18.42
Total Audio Visual			\$ 1,075.31
Miscellaneous:			\$ -
Total Miscellaneous Revenue			\$ -
Service Charge @ 22.5%			\$ -
Miscellaneous Tax @ 10.2%			\$ -
Total Miscellaneous			\$ -
<b>TOTAL ESTIMATED MASTER</b>			<b>\$ 4,618.93</b>
Estimated Up-Sell & In-house Add-on - 15% of Master			\$ 692.84
Less Deposits Received			
<b>NET MASTER ACCOUNT ESTIMATE</b>			<b>\$ 5,311.77</b>

**\*\*APPROVED DIRECT BILL LIMIT\*\***

NOTE: FOR THE PURPOSE OF ESTABLISHING PREPAYMENT, DEPOSIT OR CREDIT LIMITS.  
 IF THE PROGRAM IS INCREASED OR DECREASED BY GREATER THAN 10%, ACCOUNTS RECEIVABLE MUST BE IMMEDIATELY NOTIFIED.

**R**  
**RENAISSANCE®**  
HOTELS

**EVENT ORDER**  
**RENAISSANCE PHOENIX GLENDALE HOTEL & SPA**  
9495 W. Coyotes Blvd., Glendale, AZ 85305  
PHONE: (623) 937-3700

Page # 1 of 2  
Event Order #: 694143  
Quote #: M-210LN02  
Folio #:

FUNCTION DAY/DATE: Friday, January 09, 2015  
ORGANIZATION: City of Glendale  
POST AS: City of Glendale Meeting  
BILLING ADDRESS: 5850 W Glendale Avenue Ste 431, Glendale, AZ 85301-2568  
CUSTOMER: Amy Handlong Phone #: (623) 930-4318 Fax #:  
IN-HOUSE CONTACT: SAME  
MANAGERS: Sheryl White  
DATE PRINTED: Wednesday, December 24, 2014

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9:15 AM-9:00 PM	Continuous Break	Cira Ballroom AB		35	35
2:00 PM-3:30 PM	Coffee Break	Cira Ballroom AB		35	35

8:45 am SW  
8:39 AM Continental Breakfast

**Renaissance Continental Breakfast**

Sliced Fruit Display  
Fresh Baked Assorted Danishes and Muffins  
Selection of Chilled Fruit Juices  
Coffee and Tea Service

\$21.00 per Person

9:30 am SW  
9:15 AM Continuous Break

**All Day Beverage Service #2**

Coffee, Decaffeinated Coffee and Tea  
Pepsi Soft Drinks and Bottled Water

\$19.00 per Person

2:00 pm SW  
3:00 PM Coffee Break

Trail Mix (Individually Packaged) @ \$4.50 Each  
On Consumption

(2) Dozen Freshly Baked Cookies @ \$44.00 per Dozen

(12) Servings Popcorn and Pretzels @ \$3.50 Each  
Served Family Style

**BANQUETS**

8:45-9:30  
8:30 AM-9:15 AM Continental Breakfast  
BREAKFAST TO BE SET FOR 45 MINUTES

GROUP HAS 2014 PRICING

Marriott Proprietary and Confidential



**EVENT ORDER**  
 RENAISSANCE PHOENIX GLENDALE HOTEL & SPA  
 9495 W. Coyotes Blvd., Glendale, AZ 85305  
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Page # 2 of 2  
 Event Order #: 694143  
 Quote #: M-210LN02  
 Folio #:

FUNCTION DAY/DATE: Friday, January 09, 2015  
 ORGANIZATION: City of Glendale

**ROOM SET-UP** 9:00 AM-6:00 PM Meeting Cira Ballroom AB  
 Special

Pads, Pens, Candy at Water Station  
 Cira A Room Set: See Diagram U Shape for 11 set 2 per 6'  
 1-6' for City Clerk  
 1-6' for Speaker at Opening of U  
 Remaining Seats TS behind U  
 Cira B Set Rounds of 10 - House Choice Linens

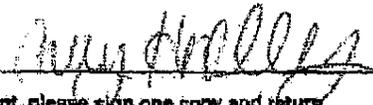
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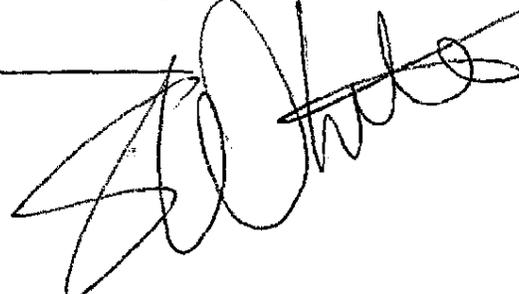
(1) AV Order #17614176 Includes Video Support, Mixer, House Patch, Microphones,  
 Flipchart CLIENT PROVIDING LAPTOP @ \$722.50 Each 240  
 (1) AV Order #174814176 Labor Fee @ \$675.00 Each

**MISCELLANEOUS** 9:16 AM-6:00 PM Continuous Break 562.50 } changed per AV  
 ALL DAY BREAK TO START AFTER CONT BREAKFAST SERVICE TIME CONCLUDES

GROUP HAS 2014 PRICING.

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 9495 W. Coyotes Blvd., Glendale, AZ 85305  
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Page # 1 of 1  
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 Quote #: M-216LN02  
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**12:00 PM Lunch**

**MODIFIED-Deli Shop Stop Lunch Buffet**

Tossed Renaissance Salad with Various Toppings and Three Salad Dressings  
 Tri-Color Cheese Filled Tortellini Salad with Italian Herb Dressing  
 Dill Cucumber Salad  
 Farm Style Red Skn Potato Salad

NY Deli Style Sandwiches  
 Smoked Turkey, Ham, Roast Beef, Italian Meats and Cheeses with Various Condiments  
 Artisan Style Breads  
 Homemade Kettle Chips

Assortment of Dessert Bars  
 Iced Tea and Coffee Service

\$35.00 per Person

- BANQUETS** SERVICE TIME IS 1 HOUR  
THIS IS A WORKING LUNCH - USED ROLLED SILVER
- ATTENTION CHEF** SOUP HAS BEEN REMOVED & PRICE ADJUSTED ACCORDINGLY
- MISCELLANEOUS** GROUP HAS 2014 MENUS PER ALLAN

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Marriott Proprietary and Confidential

City of Glendale

1/9/2015

Cira Ballroom (no airwalls)

