

The Conference Center

at  CENTRAL PENN
COLLEGE

Conference Center Banquet Event Order

Group: Cumberland Valley H.S.
Event Name: CV Boys Basketball
Contact: Arlene Wickens
Address:

Phone Numbers: 717-350-3760
Attending Contact:
E-mail: awickens@me.com
Fax:

Event Day & Date:
Function Type: Buffet
Time: 430-830
Room: Ballroom
Guest Count: 120
Tax Exempt: Yes / No

Direct Bill – No.: xxxxxx
 Pay upon conclusion, CC#:
 Deposit:
 Tax Exempt:

MENU

Italian Buffet

Chicken Parmesan
 Grilled Sausage
 Meatballs
 Marinara
 Alfredo
 Fettuccini
 Ziti

Rolls & Butter

Garden Salad- carrots, cucumbers, tomatoes
 Ranch & Italian

Cookies & Brownies

Small Portions 15.00

115 Adult	\$2501.25 tax included
5 Small portion	\$79.50 tax included
A/V	75.00
Total	2655.75

Set-up requirements:

Conference Center

- Rounds of Eight, 10 tables (5 on each side)
- Long Banquet table for Varsity = ____
- Long Banquet Table for JV = ____
- Long Banquet Table for Freshman = ____
- IVORY LINEN (Cloths and Napkins)
- Awards Tables in front center of room – 12ft
- Beverage and Dessert Displays set at front corners of Center

Yellow Breeches Room

- Double Sided Buffet

Prefunction Lobby Area

- L Shaped Registration Table

Agenda

Access 4:30 PM conclusion 8:30pm approx..
 Guest Arrival 5:30 PM
 Welcome 6:00 PM
 Dinner 6:15 PM

A/V Needs:

**A/V Needs: \$75.00 NO room charge
 \$20.50 per person plus tax (\$21.75 per person total)**

Podium, Mic
 Screen
 AV Cart
 Ext Cord
 Power Strip
 Dual Projection = NC
 Laptop, group will bring flash drive or their own laptop.

Special Instructions:

Room Rental:

Booked By: Amy
 Arrangements By: Amy
 Date: 10/17/18

- Important: (1) A binding final guests count, including Entrée choices, must be received no later than 5 business days prior to banquet function
 (2) ~~All food and beverage items are subject to 20% service fee.~~ PA sales tax is added to all food, audiovisual, meeting room, and service charges
 (3) I have read the above contract and understand its terms. I execute it voluntarily with full knowledge of its significance.

Customer Signature: Arlene K Wickens on behalf of the Cumberland Valley Boys Basketball Boosters
Date: 10/18/2018