



CONGRESSMAN
SOLOMON P. ORTIZ
INTERNATIONAL CENTER

Work Order

Client/Organization	Event Date	Telephone	Fax	Event #
Port Corpus Christi	3/6/2020 (Fri)	(361) 882-5633	(361) 882-7110	
Address		Booking Contact	Site Contact	Guests
222 Power St				
Party Name	Sales Rep	Theme	Category	
	Crystal Fernandez (Social)	Meeting	Lunch	

FINAL GUARANTEED ATTENDANCE MUST BE RECEIVED IN WRITING 5 BUSINESS DAYS PRIOR TO EVENT. IF ATTENDANCE FALLS BELOW THE GUARANTEED NUMBER THE CLIENT WILL BE CHARGED FOR THE GUARANTEED NUMBER. AN INCREASE OF THE GUARANTEED ATTENDANCE BEYOND THIS TIME WILL BE SUBJECT TO A 30% ADJUSTMENT CHARGE PER ADDITIONAL GUEST.

BANQUET ROOMS

Room Chg	Arrival	Start	End	Departure	Banquet Room	Setup Style
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Room Chg

	Food	Wine	Liquor	Equipment	Labor	Room	Other	Beer	Total
Subtotal									
Mgmt. Charge									
Taxes									
Total									

A **\$100.00 Re-setting Fee plus all additional costs or expenses as a result of such changes** will be incurred for any change to the room setup if not indicated within 48 hours of the event.

All catered events are subject to a 22% Management Charge. This Management Charge is the sole property of the food/beverage service company or the venue owner, as applicable, is used to cover such party's costs and expenses in connection with the catered event (other than employee tips, gratuities, and wages), and is not charged in lieu of a tip. The Management Charge is not a tip, gratuity, or service charge, nor is it purported to be a tip, gratuity, or service charge, for any wait staff employee, service employee, service bartender, or other employee, and no part of the Management Charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests. The Management Charge is also assessed on audiovisual services and room rental.

I have read the above work order and agree to the terms and conditions as well as any terms and conditions on any work order addendum's which I may sign.

Client: _____

Date: _____