THE FAMILY AND EDUCATION CENTER EVENT CONTRACT AND ORDER FORM

RESPONSIBLE PARTY

Company/Organization_____

Physical Address_____

Mailing Address_____

Contact Person_____

Telephone # _____ Fax # _____ E-Mail _____

Individual(s)

Full Name(s) _____

Physical Address_____

Mailing Address_____

Telephone # _____ Fax # _____ E-Mail_____

METHOD OF PAYMENT

1. A non-refundable deposit of $250 ($500 for weddings) is required with this form for booking; and

2. Balance to be Paid: (check one)

☐ Prior to the Event by credit card (MasterCard / Visa / Discover)

☐ Prior to the Event by check (at least 3 business days prior to event)

☐ On the day of the Event by company check (only upon prior approval)

EVENT INFORMATION

Date _____ Start Time _____ AM /PM End Time _____ AM /PM

Number of Guests _____ On-Site Contact Person _____

ROOM SET UP

Check one: ☐ Classroom ☐ Chair behind 72"x20" Table (Front skirting by special arrangement) ☐ Theater ☐ U- Shape ☐ Square ☐ 5' Round Tables for Dining ☐ Other (Please call (704) 984-4458)

AGREEMENT OF RESPONSIBLE PARTY

I understand and agree, as follows:

- All room assignments are subject to change without notice.
- All cancellations must be received at least 72 hours prior to the Event for any adjustment or the full Balance is due and owing by the Responsible Party(ies).
- By signing and returning this order form with my deposit, I hereby accept responsibility for the above Event arrangements and payment for this Event.

_____ _____

Signature of Responsible Party(ies) Named Above Date

_____ _____

Signature of Responsible Party(ies) Named Above Date

_____ _____

Signature of Authorized Agent of Responsible Party Date

_____ _____ _____

Print Name of Authorized Agent Title of Agent Date

ACCEPTANCE BY
STANLY REGIONAL MEDICAL CENTER

_____

Signature of Authorized Agent for Stanly Regional

Thank you for your interest in the Family and Education Center at Stanly Regional Medical Center. The following information will help answer any questions you may have regarding rooms, catering or audio/visual equipment.

After your event is scheduled, please fill out the special events order form and contract that is located in this folder and return it with your deposit.

Function Rooms
The meeting and banquet rooms in the Family and Education Center are available to area businesses, industries and private groups for meetings, wedding receptions and social functions. Rooms are assigned in the Center according to the anticipated number of guests. The Center reserves the right to make room changes if another room is more suitable for the group's final number of attendees. You will be notified in advance if this becomes necessary.

Catering & Meal Guarantees
The Center is proud to offer the enclosed menu suggestions for your consideration. All food is prepared by our chef in our fully equipped kitchen located in the Center which allows us to select the best and freshest foods for your group's enjoyment. We would be delighted to customize menus for your special needs or requirements.

Catering packages include 4-hour room rental, white table linens, round tables and chairs to seat eight per table, silverware, glassware, china, audio-visual access, full-service staff, room set up and clean up.

Meal guarantees are required 4 days prior to each function. If a guarantee is not provided, it will be based on the last written estimate. If the attendance falls below the guarantee, the host is responsible for the number guaranteed. If it becomes necessary to cancel your event, a cancellation fee of up to 20% may be billed if the Center has incurred expense on your behalf. If less than 72 hours notice is given, you will be billed for the full amount of the catering charges.

Decorations
We will assist you in planning for flowers, including props and any specialty items. White linens are provided at no charge. If specialty colors are required for your group, we can obtain them at a nominal fee with advance notice. The only adhesives that should be used on the walls are scotch or masking tape. Under no circumstances are nails, tacks or similar adhesive devices to be used.

* ***Glitter, confetti and rice are not allowed.***

Audio/Visual Requests
We can assist you in operating any of our audio/visual equipment. Rates and information are quoted in the information that follows.

Labor Charges
All pricing includes meeting space, room set up and table linen. A service fee of 18% of the total invoice amount will be added to all invoices. The Center is prepared to accommodate guests from 8:00 a.m. to 10:00 p.m. There will be an additional charge of $200 per hour for guest arrival or departure outside of these hours.

Methods & Conditions of Payment
A non-refundable deposit of $250.00 ($500.00 for wedding receptions) is required for all functions with the exception of events that occur on a regular basis. The remaining balance is due at least 3 business days prior to the day of the function unless other arrangements are made with Special Events.

Food & Beverage Service
The sale and service of non-fortified wine, beer and liquor is regulated by the North Carolina State Liquor Commission. The Family and Education Center at Stanly Regional Medical Center is responsible for the administration of these regulations. It is Center policy; therefore, that spirits of any kind cannot be brought into the hospital from outside sources. Additionally, the Center does not allow food to be brought in, whether purchased or catered from outside the Center.

Stanly Regional Medical Center does not allow solicitation or potential solicitation.

Audio/Visual Equipment

The Center has a fully integrated state-of-the-art audio/visual presentation system and advanced media control technology that enable the Magnolia Rooms to function as one room or three. The following is a description of the audio/visual presentation technology available to user groups in each of the three room configurations.

Single Room Configuration
The single large room configuration offers a stage equipped with a custom designed presentation podium and a 15-foot diagonal theatre projection screen. A state-of-the-art podium top active matrix color touch panel provides unsurpassed user-friendly selection and control of dedicated AV equipment with minimal training and orientation. Additionally, the podium will provide the presenter with a podium top VGA laptop computer input and a pull-out drawer that houses a high resolution document camera.
A second active matrix color touch panel is located in the media equipment control room and a handheld wireless push button remote control allows total AV system control from any place in the room.

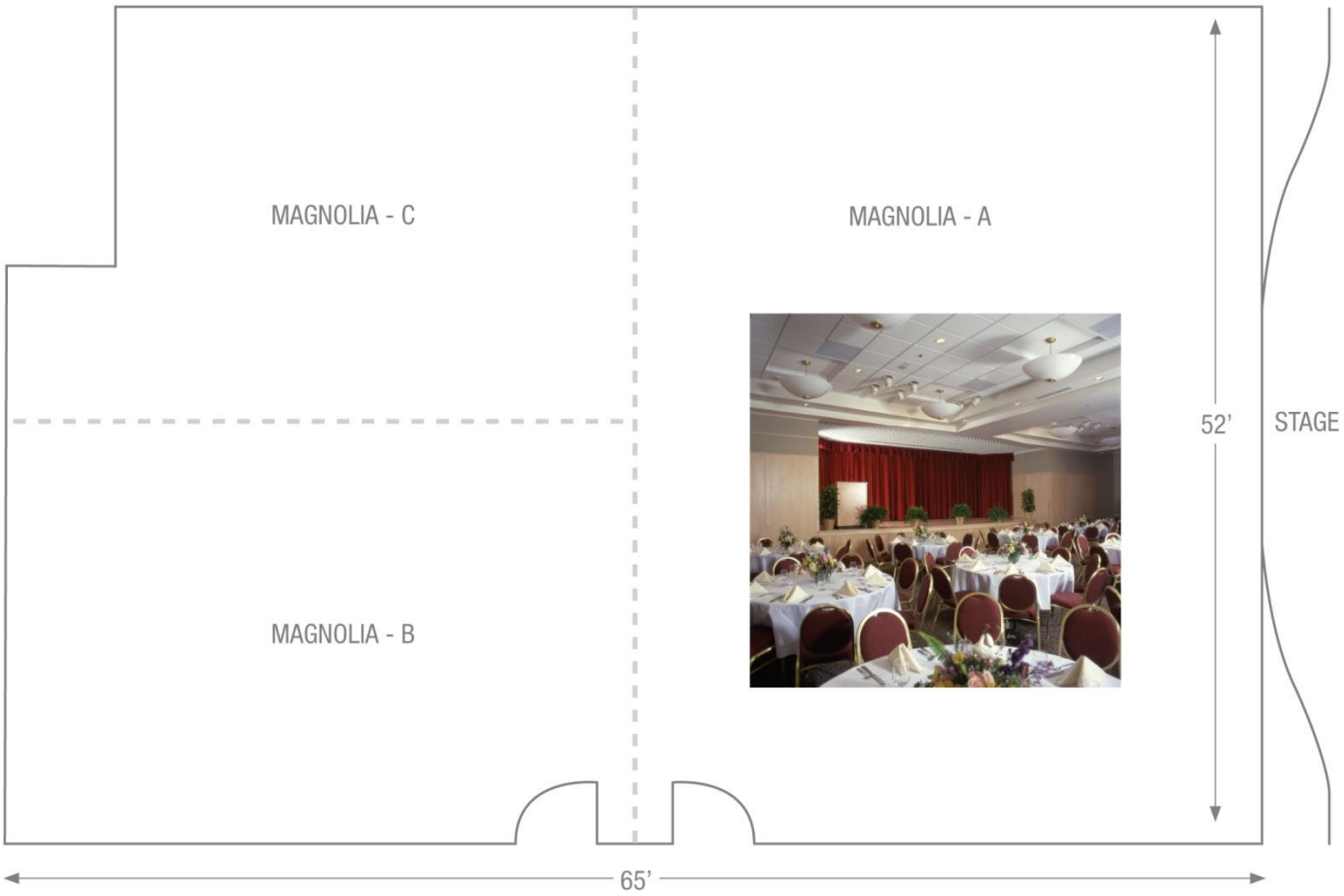
Presentation Capability
The presenter will enjoy touch panel or wireless handheld remote selection and control of the following AV components and functions:

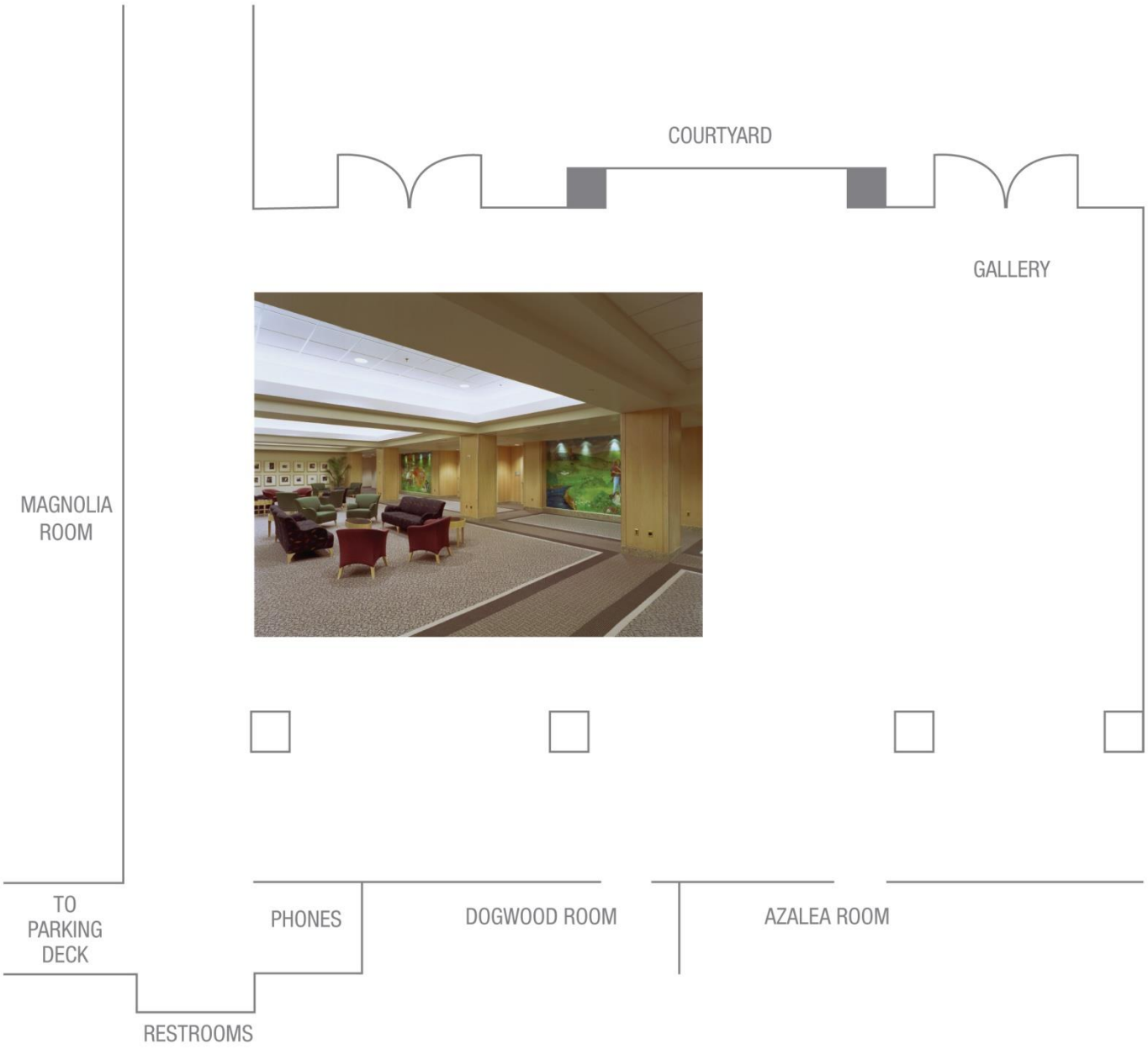
- High performance 128 x 1024 3000 lumen LCD video/data projector
- 15 foot diagonal motorized projection screen
- Podium top laptop computer interface
- CD player
- VCR
- Audio cassette recorder/player
- High resolution document camera
- Multiple zone room lighting system
- Sound system volume control
- Presentation microphones include: podium mounted microphone-handheld and lavaliere

Divided Room Configuration

Front Section Presentation Capability
When the dividers are pulled in place to create multiple meeting rooms, the front section will utilize the dedicated audio/visual system with the same equipment and presentation capability that supports the single room configuration. Sound reinforcement and lighting control will be completely isolated from the rear section.

Rear Section Presentation Capability
Both the single and the divided rear section meeting room configurations offer the presenter manual control of room lighting, 10 foot diagonal motorized projection screens and a roll-about multi-media presentation cart. The multi-media cart is equipped with a 1024 x 768 1500 lumen LCD projector.


MAGNOLIA - C
MAGNOLIA - A
MAGNOLIA - B
52'
STAGE
65'


COURTYARD
GALLERY
MAGNOLIA ROOM
TO PARKING DECK
PHONES
DOGWOOD ROOM
AZALEA ROOM
RESTROOMS

AUDIO/VISUAL ORDER FORM

Please check the equipment you will need during your event and return this form with a signed contract and event form.

Name of group _____

Event date_____ Event time_____

☐ Sound system/lectern	$15 - 4 hours
☐ Use of LCD through laptop input or VHS-VCR	$75 - 4 hours
☐ Flip chart, paper and markers	$25 per pad of paper
☐ Overhead projector	$25 - 4 hours
☐ Microphone other than podium	$15 - 4 hours
☐ CD player	$15 - 4 hours
☐ Portable LCD projector	$50 - 4 hours
☐ High resolution document camera	$50 - 4 hours / $100 - 8 hours
☐ 15' x 15' Dance floor	$300 - 4 hours
☐ 21' x 21' Dance floor	$600 - 4 hours
☐ TV/VCR	$25 - 2 hours
☐ Audio cassette recorder / player	$15 - 4 hours
☐ Piano	$75 - 2 hours

All prices are subject to 18% service fee and 6.75% sales tax.

_____

Signature of client authorizing equipment rental

BREAKFAST BUFFET

Served from 8 a.m. - 10 a.m.
**** Minimum of 30 people.***

Traditional Breakfast Buffet
Freshly Baked Muffins and Danish
Scrambled Eggs
Double Smoked Bacon
Creamy Grits
Buttermilk Biscuits with Jam
Orange Juice, Coffee and Water
$10.50++ Per Person

Deluxe Breakfast Buffet
Scrambled Eggs
Doubled Smoked Bacon
Sausage Patties
Home Fried Potatoes
Creamy Grits
Fresh Baked Buttermilk Biscuits with Country Gravy
Fresh Baked Muffins and Danish
Fresh Strawberries
Orange Juice, Coffee and Water
$12.00++ Per Person

Continental Breakfast
Fresh Cut Fruit
Fresh Baked Muffins and Danish
Sausage or Ham Biscuits
Cereal Bars
Orange Juice, Coffee and Water
$9.25++ Per Person

++ All prices are subject to 18% service fee and 6.75% sales tax.

BREAKS

A.M. Hospitality Break
Fresh Baked Muffins and Danish
Cereal Bars
Orange Juice, Coffee and Water
$5.95++ Per Person

A.M. Beverage Break
Orange Juice
Coffee
Water
$2.50++ Per Person

P.M. Hospitality Break
Freshly Baked Cookies
Trail Mix and Dried Fruits
Soft Drinks, Coffee and Water
$4.50++ Per Person

P.M. Beverage Break
Soft Drinks
Coffee
Water
$2.50++ Per Person

++ All prices are subject to 18% service fee and 6.75% sales tax.

LUNCH BUFFET

The following menus include mixed green salad, coffee, iced tea and water.

Single Entrée $13.50++ Per Person
Double Entrée $15.50++ Per Person

Choice of Two Dressings:
☐ Ranch
☐ Golden Italian
☐ Zinfandel Vinaigrette
☐ Honey Mustard

Choice of Entreé:
☐ Breast of Chicken with Country Gravy
☐ Oven Fried Chicken
☐ Barbecue Glazed Chicken Breast
☐ Beef Tips with Gravy
☐ Salisbury Steak with Gravy
☐ Oven Roasted Chicken (Bone-In)
☐ Chicken and Dumplings
☐ Pork Chops with Applesauce
☐ Pulled Pork Barbecue with Cole Slaw

Choice of Two Vegetables:
☐ Mashed Potatoes
☐ Oven Roasted Potatoes
☐ Fresh Steamed Broccoli
☐ Fresh Cauliflower and Carrots
☐ Macaroni and Cheese
☐ Parsley Buttered Potatoes
☐ Wild Rice Pilaf
☐ Whole Green Beans
☐ Lima Beans

Choice of One Dessert:
☐ Apple or Peach Cobbler
☐ Red Velvet Cake
☐ Coconut Sheet Cake
☐ Banana Pudding
☐ Chocolate Sheet Cake
☐ Orange Crush Cake

Add $1.00 per person for plated meal.

++ All prices are subject to 18% service fee and 6.75% sales tax.

SANDWICH LUNCHES

Sandwich Platters
Platters of Ham & Swiss, Turkey & Swiss and Roast Beef Sandwiches on Assorted Breads.
Potato Salad
Lettuce and Tomato
Onion
Mustard & Mayonnaise
Cookies
Assorted Soft Drinks
$11.95++ Per Person
Add homemade soup for $2.00++

Box Lunch
Choice of: Ham & Swiss or Turkey & Swiss Sandwiches on Multi-Grain Kaiser Rolls.
Lettuce and Tomato
Mustard and Mayonnaise Packets
Fruit Cup
Chips
Cookie
Bottled Water
$10.95++ Per Person

++ All prices are subject to 18% service fee and 6.75% sales tax.

DINNER BUFFET

The following menus include mixed green salad, coffee, iced tea and water.

Single Entrée $15.50++ Per Person
Double Entrée $17.50++ Per Person

**** Friday night and Saturday events must have a minimum of $2,000 in food sales.***

Choice of Two Dressings:
☐ Ranch
☐ Golden Italian
☐ Zinfandel Vinaigrette
☐ Honey Mustard

Choice of Entrée:
☐ Chicken Breast with Orange Glaze
☐ Chicken Breast with Country Gravy
☐ Chicken Breast with Dijon Cream Sauce
☐ Chicken Breast with Marsala Mushroom Sauce
☐ Roasted Pork Loin with Molasses Barbecue Sauce
☐ Roasted Pork Loin with Mushroom Sauce
☐ Sliced Top Round of Beef with Natural Gravy
☐ Beef Tips with Gravy, Peppers and Onions
☐ Braised Beef with Sweet Onion Gravy
☐ Fresh Salmon Cakes with Spicy Remoulade Sauce
☐ Shrimp Creole
☐ Seafood Newburg

Choice of Two Vegetables:
☐ Fresh Broccoli
☐ Fresh Cauliflower with Carrots
☐ Fresh Squash Medley
☐ Steamed Red Bliss Potatoes
☐ Fresh Seasonal Vegetable Medley
☐ Rosemary Roasted Potatoes
☐ Au Gratin Potatoes
☐ Mashed Potatoes
☐ Wild Rice Pilaf
☐ Whole Green Beans

Choice of One Dessert:
☐ Deep Dish Apple Pie
☐ Strawberry Shortcake
☐ Double Chocolate Cake
☐ Lemon Cream Cake
☐ Southern Pecan Pie
☐ Carrot Cake
☐ Devils Food Cake
☐ Key Lime Pie

Add $1.00 per person for plated meal.

++ All prices are subject to 18% service fee and 6.75% sales tax.

RECEPTION PACKAGES

Menu #1
Boneless Chicken Wings with Honey Mustard Sauce
Chicken Salad with French Bread Rounds
Pimento Cheese Spread with Assorted Crackers
Miniature Smoked Turkey Sandwiches
Pasta Salad with Parmesan Vinaigrette
Fresh Strawberries and Pineapple
Assorted Mini Desserts
Iced Tea and Coffee

$18.50++ Per Person

Menu #2
Miniature Chicken Salad Sandwiches
Fresh Marinated Vegetables
Pimento Cheese Spread with Assorted Crackers
Display of Fresh Fruits and Cheeses
Breaded Chicken Tenderloin with Honey Mustard Sauce
Barbecued Meatballs
Assorted Mini Desserts
Iced Tea and Coffee

$18.50++ Per Person

Menu #3
Miniature Crab Cakes with Spicy Remoulade Sauce
Shrimp and Pasta Salad
Fresh Marinated Vegetables
Miniature Roast Beef Sandwiches
Individual Spinach and Feta Pies
Fresh Strawberries with Chocolate Fondue
Assorted Miniature Cookies
Iced Tea and Coffee

$21.50++ Per Person

Reception Packages Include:

For Up to 200 People

4-Hour Room Rental

White Linens

Silverware, Glassware and China

Round Tables to Seat 8 Per Table

Padded Chairs

Brass Lamp Centerpieces

Audio-Video Access

Room Set-Up and Clean-Up

Covered Parking

Handicap Accessible Building and Restrooms

Stage Area for DJ or Band Set-Up (11pm Limit)

Full Service Staff

Professional Culinary Staff

++ All prices are subject to 18% service fee and 6.75% sales tax.