

Hotel	Topic	Change Log Entries	Prices	Format	Event Date Range
BIRMI	ALL	3 days	Show	Without Changes	
Function Room			Event Order Type		
ALL			ALL		

**Event Date: Tuesday, April 30, 2019**

<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Location</b>	<b>Attendance</b>	<b>Bkng:</b> Elevated Recruiting	<b>On Site:</b>
Tue, Apr 30	04:00	03:59		E/G/S	<b>Event:</b> Department Notes	<b>EPM:</b>
Tent - 4				0/0/0	<b>EO:</b> Department Notes	<b>SM:</b> Beki Lamb
<b>Reader Board Ind</b>	-				<b>EO #:</b> 12289055	<b>Bill Inst:</b>
<b>Primary PM#</b>		<b>PM#:</b>				

	Serve Time	Servings	Description	Price
Banquets	04:00		Contract Terms and Conditions	
			1. GUARANTEED FINAL NUMBERS	
			The client will advise Hyatt Regency Birmingham in writing of final numbers for the event. Following notice must be given for any reduction in numbers as guaranteed by contract	
			• Up to 14 days before the function 5%	
			Client will be charged for any reductions which exceed the above	
			If fewer than the guaranteed numbers attend the event client will be charged for the guaranteed minimum numbers	
			2. CANCELLATION POLICY	
			In the event of cancellation, all deposits will be forfeited in addition to the following charges:	
			Banquet:	
			In the event of the function being cancelled	
			• If cancellation occurs within the 1 month's period prior to the event a 100% of the estimated cost of the function will be charged by way of cancellation fee.	
			All cancellations must be notified to the Hotel in writing by post, facsimile or email.	

<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Location</b>	<b>Attendance</b>	<b>Bkng:</b> Elevated Recruiting	<b>On Site:</b>
Tue, Apr 30	09:00	17:00	Fortissimo	E/G/S	<b>Event:</b> Recruiting Gym. Coaching for performance	<b>EPM:</b>
Tent - 4				6/6/6	<b>EO:</b> Meeting	<b>SM:</b> Beki Lamb
<b>Reader Board Ind</b>	-				<b>EO #:</b> 12289054	<b>Bill Inst:</b>
<b>Primary PM#</b>		<b>PM#:</b>				

	Serve Time	Servings	Description	Price
Banquets	09:00		Signage	
			Recruiting Gym. Coaching for performance	
AV	09:00	1	Hyatt Projector - inc room hire	
		1	Hyatt 6ft Screen by Windows - inc room hire	
		1	MCL Flipchart Stands (A1) including Pads and Pens	14.40 Ea.
Venue Rental	09:00	1	Room Hire	150.00 Ea.
Agenda	09:00		SCHEDULE - Timings subject to change	
			09.00 / Arrival break	
			09.30 / Meeting Begins	
			13.00 / Lunch	
			17.00 / Meeting Concludes	
Accounting All	09:00		Accounting Note	
			Room Hire @ £150.00	
			6 x Working lunch @ £13.50 pp	
			6 x Coffee break @ £3.95 pp	
			Flipchart @ £14.40	
			No additional charges to master account - no credit card on file	

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Tue, Apr 30	09:00	09:30	Fortissimo	E/G/S	<b>Event:</b> Recruiting Gym. Coaching for performance	<b>EPM:</b>
Tent - 4				6/6/6	<b>EO:</b> Coffee Break AM	<b>SM:</b> Beki Lamb
<b>Reader Board Ind</b>	-				<b>EO #:</b> 12289167	<b>Bill Inst:</b>
<b>Primary PM#</b>		<b>PM#:</b>				

	Serve Time	Servings	Description	Price
Food	09:00	6	Freshly Brewed English Breakfast Tea and Filtered Coffee	3.95 Per Person

	<u>Serve Time</u>	<u>Servings</u>	<u>Description</u>	<u>Price</u>
Food	09:00	6	Biscuits	

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Location</u>	<u>Attendance</u>	<u>Bkng:</u>	<u>Event:</u>	<u>EO:</u>	<u>On Site:</u>
Tue, Apr 30	13:00	13:30	Fortissimo	E/G/S	Elevated Recruiting	Recruiting Gym. Coaching for performance		<b>EPM:</b>
Tent - 4				6/6/6		Lunch/Meeting		<b>SM:</b> Beki Lamb
<b>Reader Board Ind</b>	-				<b>EO #:</b> 12289168			<b>Bill Inst:</b>
<b>Primary PM#</b>		<b>PM#:</b>						

	<u>Serve Time</u>	<u>Servings</u>	<u>Description</u>	<u>Price</u>
Food	13:00	6	Working Lunch SS14 Chefs selection of Sandwiches & Wraps Meat, fish and veggie options SERVED WITH Lightly Salted Crisps Seasonal Fruits Coffee and Tea	13.50 Per Person

**ALL PRICES ARE INCLUSIVE OF VAT AND SERVICE.**

**GTE: Your final guest guarantee must be received no later than 11:00am three (3) business days prior to the function. This number will be considered a guarantee not subject to reduction and will be charged accordingly. Otherwise the attendance figure on this event order will be used as the guarantee number.**

\_\_\_\_\_  
Client Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hotel Representative

\_\_\_\_\_  
Date