



# Lansdowne Resort

Langley High School Day Mtg  
 6520 Georgetown Pike  
 McLean 22101

Room Number: 9333  
 Arrival Date: 08-20-13  
 Departure Date: 11-27-13  
 Conf. No: 9984270  
 Page No: 1 of 1  
 Folio No:  
 Cashier No: 36

A/R Number :  
 Group Code : LANG0820  
 Company Name : Langley High School

INFORMATION INVOICE

Thank You For Staying With Us

| Date     | Description         |                                 | Charges  | Credits  |
|----------|---------------------|---------------------------------|----------|----------|
| 08-20-13 | Deposit             | Deposit                         |          | 1,500.00 |
| 08-20-13 | Conference Services | Room# 9333 : CHECK# 8647        | 3,514.17 |          |
| 08-27-13 | Mastercard          | XXXXXXXXXXXXXXXX8276      XX/XX |          | 2,014.17 |
| Total    |                     |                                 | 3,514.17 | 3,514.17 |
| Balance  |                     |                                 |          | 0.00     |

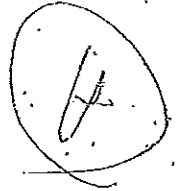
(703) 729-8400 FAX (703) 729-4096  
 44050 WOODRIDGE PARKWAY LANSDOWNE, VIRGINIA 20176  
[www.lansdowneresort.com](http://www.lansdowneresort.com)

CONFERENCE SERVICES  
Lansdowne Resort  
(703) 729-8400

1301 C.S.

CHK 8647 LANGLEY HIGH  
AUG20'13 2:01PM

N. JAMSHEED - MH  
1 MTG PLANNER  
CEO - 100346  
1 \* Conant \*  
1 LCD SURCHGE 175.00  
DG @\$155 W/LNC  
20 DAY GUEST \$ 3100.00  
Conf Services 3275.00  
AV SRV CHG 40.25  
Tax 198.92  
Total Paid 3514.17  
9333/Langley High S  
Room Charge 3514.17  
---1301 CLOSED AUG20 2:12PM---





**DEFINITE**

**CONTRACT**

DATE: June 27, 2013

Langley High School  
Ms. Norma Janshead  
Meeting planner  
6520 Georgetown Pike

McLean, VA 22101

Pursuant to this contract, once accepted, Langley High School will hold a meeting at the Lansdowne Resort over the dates of August 20, 2013.

Lansdowne Resort is currently holding space for your event on a tentative, first option basis until the contract due date of July 3, 2013, after which time guest rooms and function space may be released without further notification.

**MEETING**

Once this contract is accepted, we will remove from our inventory and consider sold to you for your use meeting space pursuant to the following arrival and departure pattern:

|                             | Rate     | Tuesday<br>8/20 |
|-----------------------------|----------|-----------------|
| Full Day Guest Plan Package | \$155.00 | 20              |
| Total Day Guests Per Day    |          | 20              |

MINIMUM NUMBER OF DAY CONFERENCE GUESTS: (20) Total

**FULL DAY CONFERENCE PACKAGE (FDGP) WITH LUNCH**

Enjoy all of the following inclusions at one special rate of \$155.00 Per Person, Per Day plus sales tax:

Full Day Meeting room rental & set-up fees for contracted space

Seasonally crafted Lunch buffet daily in our Riverside Hearth Restaurant.

Continuously replenished refreshment break "kiosks" offering a variety of unlimited beverages and snacks on a daily rotation.

Ergonomically designed conference rooms set to your specifications, with "18 hour" chairs, non-glare tables and meeting amenities. In-room climate, sound and lighting controls.

Standard audio-visual support to include podium with microphone, 2 flipcharts and 1 whiteboard with markers each day. Additional full range AV services on-site.

Wireless high speed meeting room internet for all attendees. (Based on average speeds of 6mbps. Additional bandwidth, static IPs and other network solutions available at prevailing rates) A \$35.00 value per person!

A seasoned Conference Planning Manager to assist in all aspects of designing your event and a Conference Concierge offering a full range of event support services.

The FDGP includes all applicable package gratuities and service charges. The FDGP does not include sales tax and does not include guest room accommodations.

Private dining arrangements must be made in advance and are subject to prevailing banquet prices and/or surcharges. A 23% service charge and applicable sales tax will be added to the surcharge.

If upgraded menus are chosen by the customer, surcharges will be based on menu selection. Reception charges are additional. Alcohol with meals is not included.

## SCHEDULE OF EVENTS

| Date      | Start Time | End Time | Function        | Agr |
|-----------|------------|----------|-----------------|-----|
| 8/20/2013 | 8:00 AM    | 5:00 PM  | General Session | 20  |
| 8/20/2013 | 12:00 PM   | 1:00 PM  | Lunch           | 20  |

### TAX EXEMPT STATUS

If your group is tax exempt, you must provide Lansdowne Resort with a valid Virginia tax exemption certificate no less than 60 days before the commencement of your function.

### PACKAGE AND SERVICES COMMITMENT

When you contract for a block of packages and/or rooms and meeting facilities and for food and beverage services, those packages, room nights, facilities and services are removed from our inventory and considered sold to you, and Lansdowne Resort's makes financial plans based upon the revenues it expects to achieve from your full performance of the contract. It is impossible for Lansdowne Resort to know in advance whether or under what circumstances or at what rates it would be able to resell your contracted packages, room nights, services or facilities if you do not use them, either as the result of a cancellation of your meeting or as the result of less than contracted package or room block usage or less than contracted usage of food and beverage functions ("attrition"). In most instances, when groups do not use their contracted packages and/or room nights or services, Lansdowne Resort is unable to resell those packages and/or room nights or services and even when packages and/or room nights or services are resold, they are generally not resold at the same rates, may be resold to groups which would have utilized Lansdowne Resort at another time, are not resold to groups that have the same needs as the original group, etc. Even when packages and/or rooms or services may be resold, it is costly to re-market the rooms and facilities, and such efforts divert the attention of our sales staff from selling Lansdowne Resort's packages, rooms and facilities at other times. While your room block has been held out of our inventory, we may have turned away more lucrative groups in order to meet our commitment to you.

For all these reasons and others, we agree that in the event of cancellation or attrition, the following charges, which represent a reasonable effort on behalf of the resort to establish its loss prospectively, shall be due as liquidated damages. Because Lansdowne Resort reasonably expects to derive revenue from your meeting above and beyond that revenue derived from the provision of packages, room nights and food and beverage services, and because it is difficult to estimate the actual revenue which may be derived from your meeting, the amounts due as and for liquidated damages are intended to compensate Lansdowne Resort for all of its losses associated with cancellation and/or attrition, except those losses associated with any failure to make full use of exhibit space, which is addressed separately in the attachment hereto, and which shall be due in addition to the liquidated damage amount set forth herein.

### ANTICIPATED REVENUE FIGURE

Based on the provisions of this contract, Lansdowne Resort anticipates that your meeting will generate \$3,100.00 in revenue from the provision of Meeting Packages. This figure shall be referred to herein as the "Anticipated Revenue Figure." All revenue figures are net and not inclusive of taxes, or commissions.

### ATTRITION

We agree to allow for a 10% reduction in the "Anticipated Revenue Figure", provided that you make a written request for that reduction between now and 30 days prior to your arrival date. At the conclusion of your meeting, we will subtract the revenue derived from the provision of packages (excluding revenue derived from pre and post program stays) and the amount of any permissible attrition you have taken from the Anticipated Revenue Figure set forth above. Any remaining amount will be posted as a charge to your master account, plus applicable taxes.

### CANCELLATION

In the event of a group cancellation or date change occurring 0 to 90 days prior to arrival, liquidated damages in the amount of ninety percent of the "Anticipated Revenue Figure" will be due, plus applicable taxes.

Liquidated damages resulting from cancellation shall be due and payable at the time of cancellation.

### FORCE MAJEURE

No damages shall be due for a failure of performance occurring due to Acts of God, war, terrorist act, riots, disaster, or strikes, any one of which make performance impossible.

### SITE SERVICES

A fully staffed Destination Management Department is available to coordinate your Ground Transportation, Tours, Theme Parties, Entertainment, Off-site Activities, Spouse Programs, Hospitality Staff, and any other Destination Management Services you may require. Group agrees that the Resort's Destination Management Department will be permitted to bid on any such aspects of your program.

## BILLING PROCEDURES AND DEPOSIT SCHEDULE

Please complete the enclosed direct bill application and return it to our Accounting Department within 30 days so that we may attempt to approve credit for your meeting. In the event that credit is not requested or is not approved, prepayment of your total estimated Master Account will be due prior to your arrival, in accordance with a schedule to be determined by Lansdowne Resort at its sole discretion. Under such circumstance, failure to remit the appropriate prepayment on a timely basis will be considered a cancellation by the group and the group shall be liable for amounts as described in the cancellation provisions.

The following items shall be charged to the Master Account: Day Guest package charges, tax, banquet food and beverage charges (if applicable), private dining charges (if applicable), meeting space rental charges (if applicable), attrition charges, cancellation charges, and any other charges billed to the Master Account at the request of the authorized representative of the group; as designated by the group in advance of the commencement of the meeting. Moreover, all third party charges for services and/or supplies, not directly supplied by the Lansdowne Resort, will be billed to the Master Account whether they have been arranged for by Lansdowne Resort or directly by the Group. Group further agrees that all charges associated with use of the grounds, function space, facilities and services of Lansdowne Resort by its vendors shall be posted to the Master Account.

A final bill, containing receipts and other back-up information, will be mailed to the Group within 7 business days of the Group's departure. Master account charges may be paid in the form of cash, check or bank transfer. All master account charges not paid within 10 days of the billing date will bear interest at the lower of the rate of 1.5% per month, compounded monthly, if permissible by law, or the highest rate permissible by law. Should Lansdowne Resort, in its sole discretion, deem collection action necessary in regard to outstanding balances hereunder, all costs associated with that collection action, including attorney's fees, shall be posted to the master account.

Individual guest accounts are payable at check-out by cash or credit card.

The non-refundable deposits and payments outlined in the table below are due as indicated. The deposits and payments will be applied to your master account in the form of credits.

| DATE    | DESCRIPTION OF CHARGES                             | AMOUNT     |
|---------|--|------------|
| 6/27/13 | Non-Refundable Advance Deposit Due July 3, 2013    | \$1,600.00 |
|         | Langley High School Day Meeting<br>August 20, 2013 |            |

Deposit amount due to Lansdowne Resort

\$1,500.00

Please make your deposit payments by check payable to LANSDOWNE RESORT, ATTN: Miranda Hlam, 44050 Woodridge Parkway, Lansdowne, VA 20176. Federal Tax ID Number: 582671994

## AUDIO-VISUAL EQUIPMENT

Your Conference Plan includes standard audio-visual equipment and supplies as outlined in our attached list of audio-visual services. Additional audio-visual equipment and services are charged accordingly. The use of any outside vendor or Production Company requires advance written approval by the Lansdowne Resort. Charges incurred by an outside vendor or production company are the responsibility of the Group. If an outside vendor is approved by Lansdowne Resort, an outside production fee of \$1,500.00 per day will be assessed to cover facility overhead and ancillary expenses.

## SHIPPING AND RECEIVING

Due to limitations in secured storage space, the Lansdowne Resort will only accept packages as follows:

- § Boxes/packages may be sent for arrival a maximum of 48 hours prior to group arrival and will be marked with the responsible party's name, group name, plus "Hold for Arrival Date of August 20, 2013."
  - § There will be a handling charge as follows:
    - All Boxes: \$10.00 per box
    - Pallets: \$125.00 per pallet
- For other sized amounts, please consult your Conference Services Manager for pricing.

Charges will be placed on master account unless otherwise directed. Additional labor charges may be incurred depending on the size of the shipment, at the discretion of Lansdowne Resort. Lansdowne Resort will not be responsible for any damages or loss to any packages or boxes.

#### **OUTSIDE CONTRACTORS**

Lansdowne Resort offers all services necessary for a successful meeting. However, if Group finds it necessary to use outside services, any companies, firms, agencies, individuals and groups hired by or on behalf of Group shall be subject to prior approval of the Resort. Upon prior reasonable notice to Lansdowne Resort from Group, Lansdowne Resort shall cooperate with such contractors and provide them with facilities at the premises to the extent that the use and occupancy of the facilities by the contractor does not interfere with the use and enjoyment of the Lansdowne Resort premises by other guests and members of the Lansdowne Resort. Group's contracts with its contractors will all specify that contractor and the group will indemnify and hold Lansdowne Resort harmless from any and all damages or liabilities which may arise by such Contractors or through their use, and group shall ensure that any subcontractor it retains to perform work at the property shall maintain the same insurance required of the group, as specified below.

#### **INSURANCE AND INDEMNIFICATION**

Lansdowne Resort and Langley High School each agree to carry and maintain and provide evidence of liability and other insurance in commercially reasonable amounts sufficient to provide coverage against any claims arising from any activities arising out of or resulting from the respective obligations pursuant to this contract. Group's insurance policy shall Destination Leesburg Management, Inc. as additional insureds. Damage to the Lansdowne Resort premises by the Group or appointed contractors will be the Group's responsibility. Group will accept full responsibility for any damages resulting from any action or omission of their individual attendees in conjunction with organized group activities. Lansdowne Resort is not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into Lansdowne Resort, or for vehicles belonging to you or your attendees, and/or for the loss of equipment, exhibits or other materials left in meeting rooms.

Lansdowne Resort reserves the right to approve all outside contractors hired for use by the Group in Lansdowne Resort, and may have a list of approved contractors and vendors. Lansdowne Resort must be notified in advance of any proposed vendor. Lansdowne Resort reserves the right to advance approval of all specifications, including electrical requirements, form all outside contractors, and to charge a fee for outside services brought into Lansdowne Resort. The Group and/or outside contractors must provide proof of worker's compensation insurance for employees who will work on Lansdowne Resort premises and proof of adequate general liability coverage for the Group and/or outside contractors' activities while on Lansdowne Resort's premises, and must comply with all other similar requirements Lansdowne Resort deems appropriate, in its sole discretion, regarding use of function space, facilities and use of Lansdowne Resort services.

Lansdowne Resort shall indemnify, defend and hold harmless the Group and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Lansdowne Resort's negligence in connection with the provision of services or the use of Lansdowne Resort facilities, except to the extent and percentage attributable to the Groups' or its members', agents', employees', or Exhibitors' negligence. Lansdowne Resort shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

The Group shall indemnify, defend and hold harmless the Resort, [Destination Leesburg Management, Inc. and their officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Group's negligence and/or its members', agents', employees', independent contractors' or Exhibitors' negligence in connection with the use of Lansdowne Resort facilities, except to the extent and percentage attributable to the resort's negligence. The Group shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

#### **LANSDOWNE RESORT POLICIES**

**Logo:** The Group shall not use the name, trademark or logo or any other proprietary designation of the resort in any advertising or promotional material without the prior written permission of Lansdowne Resort. Group shall comply with the terms and conditions required by Lansdowne Resort for such use.

**Media:** Group shall not allow media to be present at Lansdowne Resort without the prior approval of Lansdowne Resort.

**Utilities:** All electrical services and utilities, including phone and riggings, must be contracted for through the Lansdowne Resort's Convention Services Department.

**Signage:** Signs and banners are not allowed in the resort's public areas. In regard to the group's meeting space, all signs must be professionally printed and their placement and posting be pre-approved by the Convention Services Department. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or furniture. Distribution of gummed stickers or labels is strictly prohibited.

Transportation: The Resort provides service to and from Dulles International Airport at a charge of \$30.00 per person, each way. Pickup schedules are based on manifest lists or individual arrangements. Reservations are required. Other transportation is available upon request.

Deliveries to Rooms: There will be a handling charge of \$3.00 per small box, basket, bag or other item to each room.

Compliance with Laws and Regulations: Group agrees to conduct the Event in an orderly manner in full compliance with applicable laws, regulations, and Hotel rules. Should Hotel incur any fees or costs associated with Group's compliance with such laws, regulations and rules, Group will be responsible for those fees. Group assumes full responsibility for the conduct of all persons in attendance at the Event and for any damage done to any part of Hotel's premises during any time the premises are under control of Group.

Dress Code: The dress code at Lansdowne Resort is consistent with our outstanding conference environment. We request your participants follow our guidelines of business casual attire in our facility and ask that sneakers, jeans, shorts and sandals not be worn in the conference wing.

#### AUTHORITY

The persons signing the agreement on behalf of Lansdowne Resort and Langley High School each warrant that they are authorized to make agreements and to bind their principals to this agreement. The person signing on behalf of the government personally represents that he or she is the contracting officer for the government, authorized to enter into contracts on behalf of the government and to bind the government.

#### MISCELLANEOUS PROVISIONS

This contract is the entire agreement between the parties, superseding all prior proposals both oral and written, negotiations, representations, commitments and other communications between the parties, and may only be supplemented or changed in writing, signed by a representative of the group and the Resort's General Manager. No representative of the Resort has been or is authorized to make any representation which varies from the express terms of this contract, though this contract may be supplemented or amended in writing. Group may not assign any benefits arising under or associated in any way with this contract without prior written consent of Resort. The parties hereby agree that any dispute, suit or proceeding arising out of or relating in any way to this contract (except for those involving patents, trademarks, trade dress, copyrights, trade secrets, false advertising, false representation, unfair competition and/or infringement of intellectual property rights) shall be resolved by a single arbitrator in binding arbitration before JAMS in Washington, D.C. pursuant to its rules, and that any such dispute will be governed by California law. The parties further agree that in any arbitration proceeding they will make disclosures and may conduct reasonable discovery as allowed by the Federal Rules of Civil Procedure, during an expedited period to be determined by the arbitrator. The parties further agree that any arbitration award will be enforceable in any state or federal court. The parties agree that they shall initially split equally the cost of all arbitration proceedings, though the prevailing party shall recover all arbitration costs from the non-prevailing party. In the event of arbitration or litigation arising from or associated with this contract, the parties agree that the prevailing party therein shall recover its attorneys' fees and costs incurred therein. No food and/or beverage of any kind will be permitted to be brought into the Resort, or any suite used as a hospitality suite, by the group or any of the group's attendees.

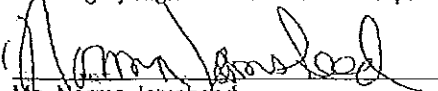
#### ACCEPTANCE

This contract shall be deemed accepted only after it has been signed by a representative of the group and thereafter signed by a representative of Lansdowne Resort. Acceptance may be made by facsimile transmission and this contract may be executed in one or more counterparts, each of which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

If this contract, and the outlined policies and procedures meet your understanding, please sign below and return ALL pages of this contract to us by July 3, 2013 to guarantee your preferred program. If confirmation is not received by this date, Lansdowne Resort reserves the right to release the rooms into general availability.

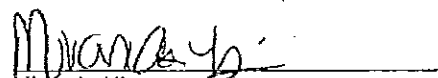
We look forward to working with you and to hosting a memorable meeting.

By Langley High School authorized representative:

  
Ms. Norma Jamshedd  
Meeting planner

Date: 6-27-13

By the authorized representative of Lansdowne Resort

  
Miranda Hiam  
Executive Meeting Manager

Date: 7/2/13

MS 7/2/13



**LANSDOWNE RESORT CREDIT CARD APPROVAL**

Folio Number \_\_\_\_\_  
(Office Use Only)  
Company Name Langley High School  
Group Name IC Retreat – Langley High School  
Card Issuer Mastercard  
Credit Card "Bill To" Address 6520 Georgetown Pike, McLean, VA 22101  
Name of Card Holder (as it appears on card) Langley High School  
Account Number ██████████ 8276  
Expiration Date 3/14  
Amount of Charge \$1,500.00  
Date of Function August 20, 2013  
Used For Advanced Deposit/Final Billing PLEASE CIRCLE ALL THAT APPLY

**Advance Deposit**

- We must receive this form by the advance deposit due date, as assigned by the contract. When form is received, and approval check will be run with the credit card company.
- If approval is received on the amount of their advance deposit, the amount will be charged to the group's credit card.
- If the credit card company denies charges, a check must be received for the full amount of the advance deposit prior to the function date.

**Entire Meeting Charges**

- Must receive this form at least two weeks prior to function date.
- One week prior to function, an approval check will be run with the credit card company.
- If approval is received, the amount of the function will be charged to the group's card upon departure.
- If the credit card company denies credit, the customer will be required to pay prior to arrival or, submit a credit application for consideration.

**\*\*\*\*If charges during a meeting begin to exceed the original approval request, please submit a new form with the updated amount.\*\*\*\***

Credit Card Holders Signature: 

Return this form to: Miranda Hiam, Executive Meeting Manager  
Lansdowne Resort/ Fax Number 703-729-8452





# Lansdowne Resort

July 3, 2013

Ms. Norma Jamsheed  
Meeting Planner  
Langley High School  
6520 Georgetown Pike  
McLean, VA 22101

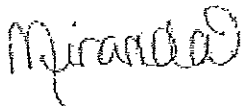
Dear Norma:

This letter confirms that we received the signed contract acknowledging the meeting on a definite basis for August 20, 2013.

On behalf of the entire staff at Lansdowne Resort, we thank you for your support and look forward to providing you and your associates with a most productive meeting environment.

Our Conference Planning Department will contact you to begin finalizing the details of your requirements. As always, please call me directly if I can be of further assistance.

Sincerely,



Miranda Hiam  
Executive Meeting Manager  
Lansdowne Resort  
MHiam@destinationhotels.com

enclosure



# Hilton

ALEXANDRIA OLD TOWN

## GROUP SALES AGREEMENT

May 6, 2013

### DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Hilton Alexandria Old Town and **Langley High School**

|                          |  |                       |  |
|--------------------------|--|-----------------------|--|
| <b>Client Name:</b>      | Norma Jamsheed                             | <b>Property Name:</b> | Hilton Alexandria Old Town               |
| <b>Title:</b>            |  | <b>Address:</b>       | 1767 King Street<br>Alexandria, VA 22314 |
| <b>Company Name:</b>     | Langley High School                        | <b>Sales Manager:</b> | Robert Manttari                          |
| <b>EVENT Name:</b>       | Langley High School Administrative Retreat | <b>Title:</b>         | Director of Catering                     |
| <b>Address:</b>          | 6520 Georgetown Pike                       | <b>Phone:</b>         | 703-837-0440                             |
| <b>City, State, Zip:</b> | McLean, VA 22101                           | <b>Fax:</b>           | 703-684-8928                             |
| <b>Phone:</b>            | 703-287-2704                               | <b>E-mail:</b>        | rmanttari@hiltonoldtown.com              |
| <b>Fax:</b>              |  |                       |  |
| <b>E-mail:</b>           | nmjamsheed@fcps.edu                        |                       |  |

**NAME OF EVENT:** Langley High School Administrative Retreat  
**OFFICIAL PROGRAM DATES:** Wednesday, July 10, 2013 through Thursday, July 11, 2013

### GUEST ROOM COMMITMENT

The Hotel agrees that it will provide, and **Langley High School** agrees that it will be responsible for utilizing, 6 room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"): Primary dates are identified by an asterisk (\*).

|                  |
|------------------|
| <b>Wed 07/10</b> |
| Run of House 7   |

### GROUP ROOM RATES

Hotel confirms the following **net non-commissionable** group rates plus applicable state and occupancy taxes, currently 11.5% and an occupancy tax of \$1.00. (Subject to change without notice)

Commission Percentage: .0000%

| Room         | Single Rate | Double Rate | Triple Rate | Quad Rate |
|--------------|-------------|-------------|-------------|-----------|
| Run of House | 169         | 169         | 189         | 209       |

### EARLY DEPARTURE FEE

In the event that a guest who has reserved a room within your block checks out prior to the guest's reserved checkout date, an early departure fee of one night's room and tax will be charged to that guest's individual account. Guests wishing to avoid this fee must advise the hotel at or before check-in. The hotel will deduct any such fees that are collected from any amount the Group may owe as sleeping room attrition.

### FEES FOR ADDITIONAL SERVICES

The hotel provides a variety of facilities and services not specifically described in this contract, which are available to groups and individuals at additional charge. A list of the hotel's pricing for these facilities and services is attached to this contract, or is available to individual guests upon request.

### ROOMS ATTRITION

**Langley High School** agrees that it will pay Hotel \$ 169.00 for each room night not utilized below 6 room nights, as a reasonable estimate of the harm the attrition will cause the Hotel. Hotel agrees that after receiving this payment, it will not seek additional damages.

**RESERVATION METHOD**

Reservations must be made no later than: **Monday - June 10, 2013** After cut-off date rooms will be released back to hotel for general sale.

Reservations will be by: **Rooming List**

- Rooming List** – You shall submit a rooming list to the Hotel via fax to 703-684-8928. Please be sure to include name of attendees, arrival and departure dates, and if available, the times of arrival and departure. Cancellations must be received 24 hours prior to arrival or 1 night's room and tax will be assessed.

**PAYMENT INFORMATION**

Your program is not considered definite until Payment Information is received.

**CREDIT CARD PAYMENT:** A valid credit card authorization form may be submitted in lieu of Direct Billing or Advanced Deposit. This card will be charged 72 hours prior to arrival if full payment has not already been received. In the unlikely event the card would be declined, another method of payment must be received at that time.

**DEPOSIT SCHEDULE:** In the event neither Direct Billing nor credit is approved or requested, 10% of all estimated charges will be due to Hotel upon execution of this Agreement, 50% of all estimated charges will be due to Hotel 45 days prior to arrival and a payment for all remaining charges must be made no less than 72 hours prior to arrival. In the event the Hotel does not receive such payments as set forth herein, the Hotel shall have the option of releasing your space by providing you with written notice, and you will remain liable for any cancellation and other similar charges provided in this Agreement. (Please see the attached deposit schedule sheet if applicable.)

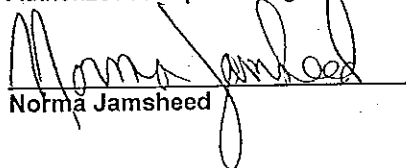
**DEPOSIT SCHEDULE SHEET**

It is the understanding of Hilton Alexandria Old Town that the following payment schedule has been agreed upon for payment of your master account. It is the responsibility of Langley High School to ensure that these payments are made as scheduled. If they are not received by the due date, any space and rooms reserved will be released and Langley High School will be responsible for applicable cancellation fees.

| PAYMENT TYPE         | DUE DATE      | PAYMENT AMOUNT   |
|----------------------|---------------|------------------|
| Initial Deposit      | May 15, 2013  | \$ 300.00        |
| Second (50%) Deposit | June 15, 2013 | \$ 482.00        |
| Final Payment        | July 5, 2013  | to be determined |

The remaining balance on your account must be paid in full 72 hours prior to your group's arrival date. Signature below by both parties indicates acceptance of deposit requirement.

Agreed on behalf of:  
Authorized Acceptance Signature for Langley High School

  
Norma Jamsheed

5-6-13  
Date

Authorized Acceptance Signature for Hilton Alexandria Old Town

\_\_\_\_\_  
Dana Nearing  
Sales Manager

\_\_\_\_\_  
Date

As per our agreement, the following method of payment will be utilized with the group:  
 Credit Card- All Charges

**FUNCTION INFORMATION AGENDA/EVENT AGENDA**

Based on the requirements outlined by Langley High School, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

| Date      | Start Time | End Time | Function           | Room                           | Setup      | Agr | Room Rental |
|-----------|------------|----------|--------------------|--------------------------------|------------|-----|-------------|
| 7/10/2013 | 7:00 AM    | 8:00 AM  | Break              | Franklin Boardroom (2nd Floor) | Buffet     | 8   |             |
| 7/10/2013 | 7:00 AM    | 5:00 PM  | Meeting            | Franklin Boardroom (2nd Floor) | Conference | 8   | 350.00      |
| 7/10/2013 | 10:30 AM   | 5:00 PM  | Break              | Franklin Boardroom (2nd Floor) | Conference | 8   |             |
| 7/10/2013 | 12:00 PM   | 1:00 PM  | Lunch - Restaurant | Seaga's Restaurant             | Existing   | 8   |             |

All meeting room, food and beverage, and related services are subject to applicable taxes and service charge in effect on the date(s) of the event. Hotel taxes and service charge are subject to change without notice.

Meeting Room Rental for the above space is \$ 350.00 per day, plus applicable service charges and taxes. Should Group not meet the Guaranteed Amount, the Hotel reserves the right to increase Meeting Room Rental charges accordingly.

Group will be asked to sign Banquet Event Orders confirming the specific room set-up details before the event. Please note that there is a \$250.00 charge for meeting room set-ups that are changed 24 hours prior to/or on the day of the event.

**FOOD AND BEVERAGE ATTRITION**

Langley High School agrees that it will provide a minimum food and beverage revenue of **\$ 200.00** (this does not include service charges, labor fees, federal, state or local taxes, or any other fees outside of food & beverage product sales) as part of the Event. *Should the food and beverage revenue for your function fall below this minimum, the difference will be charged as room rental.*

**LABOR CHARGE:**

If the guaranteed number for your event is less than twenty (20) persons, we will add a \$95.00 labor charge to your account. This will be used to cover our costs of the event and will not be distributed as a service charge or gratuity to our employees working at your event.

**OVERTIME:**

You agree to begin your event promptly at the scheduled start time and agree to have your guest's, invitees and other persons vacate the designated event space at the end time indicated on the final BEO. You further agree to reimburse us for any overtime wage payments or other expense incurred by us because of your failure to comply with these regulations.

**ADMINISTRATIVE CHARGE/TAXES:**

All meeting room, food and beverage, and related services are subject to applicable taxes (currently 9%) in effect on the date(s) of the event and subject to change without notice. Prior to the application of any taxes, all food and beverage prices will be subject to a 22% administrative charge. Please note that the administrative charge is not a gratuity or tip and, accordingly, is subject to all applicable taxes. A portion of this charge (currently 13% of food & beverage sales) will be distributed directly to food & beverage staff as additional compensation for their services, while the remainder (currently 10%) will be applied to costs and/or expenses other than employee wages.

**PRICE INCREASES:**

There may be increases in prices due to unforeseen changes in market conditions at the time of your event. We will communicate these increases to you at least thirty (30) days in advance. We will require written confirmation that you agree to pay these increased prices. Alternatively, we, at our option, may in such event make reasonable substitutions in menus and you agree to accept such substitutions.

**EVENT OPERATIONS**

**SET UP CHARGES:** Should extensive meeting room set-ups or elaborate staging be required, there will be a set-up charge to cover hotel costs and additional labor. If equipment is necessary that exceeds hotel's inventory, then you agree to pay for the cost of renting this additional equipment. You agree to indemnify us for any damage caused to any hotel property as a result of drayage related to your event, whether caused by you, your agents, employees, contractors, or agents.

## **FOOD AND BEVERAGE**

The Hotel regulation does not permit food, non-alcoholic beverages and alcoholic beverages of any kind to be brought into the hotel or to be removed at the conclusion of the function. Groups not adhering to this policy will be charged 100% of the retail value of the food plus the customary 23% taxable administrative charge and applicable taxes.

Hilton Alexandria Old Town, as a licensee, is responsible for the administration and sale of all alcoholic beverages in accordance with the applicable statutes of the Code of Virginia and the regulations of the Virginia Department of Alcoholic Beverages Control. Therefore, all liquor, beer, and wine must be supplied by the hotel and consumed on the premises. When serving alcoholic beverages, the State minimum age will be observed. The hotel reserves the right to discontinue any and all service in the event of blatant or willful disregard for the law on the part of the event sponsor or guests in attendance.

In the event that a bar may be part of your menu, there are certain standard charges that your group will incur. There is a bartender charge of \$125.00 for the first four hours or less and \$25.00 for every additional hour. Hilton Alexandria Old Town requires that one bartender be retained for each 100 guests.

## **DISPLAYS AND DECORATIONS:**

All signs, displays, and/or decorations by the client are subject to approval by Hilton Alexandria Old Town and Alexandria Fire Department. All signs must be printed in a professional manner. We are not responsible for any loss or damaged property and do not maintain insurance coverage.

Floral arrangements & centerpieces may be brought in from an outside vendor. However, a cleaning fee of \$75.00 will apply if confetti, potpourri or glitter is used for decorating.

Hilton Alexandria Old Town will not permit the affixing of anything to the walls, floors, or ceilings with nails, staples, adhesives, or any other substance without specific permission & supervision of an engineering manager. There will be no stapling, taping, or tacking of any materials to the walls of any Hotel banquet room. All banner hangings must be controlled by the hotel at a charge of \$50.00 per banner for banners ten feet or less; or \$125.00 per banner for banners over ten feet.

## **SECURITY:**

We have no insurance for and are not responsible for any loss or damage to your property. If required, in our sole judgment, or order to maintain adequate security measures in light of the size and/or nature of your function, you will provide, at your expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located, which agency will be subject to our prior approval. Such security personnel may not carry weapons. For the safety of persons and property, no fireworks or incendiary devices may be used indoor at the hotel. Group agrees to comply with all applicable federal, state and local laws, including health and safety codes and federal anti-terrorism laws and regulations including all provisions of the Patriot Act and regulations of the U.S. Department of Homeland Security and the Office of Foreign Assets Control. Group agrees to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws.

## **CONDUCT OF EVENT:**

You agree to comply with all applicable federal, state and local laws including health and safety codes and federal anti-terrorism laws and regulations, and our rules, copies of which are available from the hotel's sales department. You agree to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws. For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the hotel. You assume full responsibility for the conduct of all persons in attendance at your event and for any damage done to any part of our premises during the time of your event.

**INDEMNIFICATION:** To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Hotel, Hilton, and the Owner, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the hotel.

**FIRE SAFETY:** All room sets must be in compliance with the local Fire Department regulations pertaining to occupancy load, mandatory aisles and ceiling clearance and fire exits. Any event having vehicle displayed, fueled cooking demonstrations, laser, exhibits (including tabletop) or extensive productions with staging and props must have a certified permit from the local Fire Marshall. Fog machines are not currently allowed to be used in the hotel, as they may inadvertently set off the fire alarm system. All associated fees for permits, floor plan approval and stand-by fire watch are your responsibility and final approved copies must be received at seven (7) days prior to the event.

**AUXILIARY AIDS:**

The hotel represents and you acknowledge that the hotel facilities being rented for you including guest rooms, common areas and transportation services will be in compliance with our public accommodation requirements under the Americans with Disabilities Act. You agree that you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or banquet space at least two weeks prior to your event. You agree to pay all charges associated with the provision of such aids by the hotel.

**PARKING ARRANGEMENTS:**

Convenient self-parking is available. Parking is available on a first come first serve basis. The current charges are as follows (and are subject to change):

- Daily Self Parking: \$14.00
- Overnight Self Parking: \$32.00

**EXHIBIT, DISPLAY OR MATERIALS SPACE:**

In the event Group will be shipping packages to Hotel, Group must notify Hotel at least one week in advance. All packages sent to Hotel should include the name of Group, on-site contact name, date of program and number of items. Shipment should arrive no earlier than three (3) days prior to event. Hotel accepts no responsibility or liability for the delivery, security or condition of the packages. Hotel may charge Group its prevailing rates for shipping to/from the Hotel. The package handling fee for boxes, crates, pallets, is outlined below. This charge will be posted to the Group's master account.

- Boxes or packages at \$5.00 each
- Large crates and trunks at \$75.00 each
- Material on pallets at \$75.00 each

If you or any vendors are shipping exhibit materials, please contact the exhibit company contracted to handle your booth for shipping & storage needs. Hotel does not have storage space available to store empty crates or boxes during exhibits in the Hotel. Arrangements should be made with the drayage company to store boxes or rent function room space for storage.

At the conclusion of the conference, packages may be shipped out through the Hotel. A service charge will be added for this service.

**PROMOTIONAL CONSIDERATIONS:**

We have the right to review and approve any advertisements or promotional materials in connection with your function which specifically reference the Hilton name or logo. Hilton Hotels does not offer or accept any terms or conditions which provide commissions, rebates, HHonors points or other forms of compensation related to revenue for food, beverage, room or equipment rental.

**AUDIO VISUAL:**

All audio visual services must be arranged through the Hotel's audio visual company: Laser Audio Visual. All audio visual charges are subject to 23% administrative charge, which is subject to prevailing sales tax. For more information please contact:

Mr. Tony Chung, Director  
Laser Audio Visual  
(703) 837-0440 ext 7031  
Fax: (703) 684-9759  
Email: [tchung@hiltonoldtown.com](mailto:tchung@hiltonoldtown.com)

**COMPLIANCE WITH LAWS:**

Group agrees to comply with all applicable federal, state and local laws, including health and safety codes and federal anti-terrorism laws and regulations. Group agrees to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws. Group represents, warrants and agrees that it is currently, and at the time of the event which is the subject of this contract will be, in compliance with all applicable local, state, federal regulations or laws, including but not limited to, all provisions of the Patriot Act and regulations or requests of the U.S. Department of Homeland Security and the Office of Foreign Assets Control in the U.S. Department of the Treasury.

**COLLECTION / ATTORNEY'S FEES:**

The parties agree that in the event that any dispute arises in any way relating to or arising out of this contract, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its reasonable attorney's fees and costs, plus pre and post judgment interest. If the hotel retains the services of a collection agency or attorney to assist in the collection of any amounts due under this agreement, you will pay all expenses incurred by us in such collection efforts.

**ARBITRATION:**

The parties agree that subject to the exclusion of intellectual property matters as set forth below, any dispute in any way arising out of or relating to this contract will be resolved by arbitration before JAMS or American Arbitration Association in the state and city in which the hotel is located, or the closest available location; provided, however, a dispute relating to patents, trademarks, trade dress, copyrights, trade secrets, false advertising, false representation, unfair competition and/or infringement of intellectual property rights shall not be subject to this provision. The parties further agree that in any arbitration proceeding they may conduct reasonable discovery pursuant to the arbitration rules, that the law of the state in which the hotel is located will be the governing law, and any arbitration award will be enforceable in state or federal court.

**AMENDMENTS/CHANGES:**

The parties agree that any amendments or changes to the arrangements described in this contract must be made in writing, signed by both you and us, provided, however, that this contract includes all signed or unsigned banquet event orders (and the terms and conditions contained therein and attached thereto) issued by us for this and related events.

**INSURANCE:**

You agree to obtain and keep in force, if requested by us, during the term of your occupancy and use of our premises for your event, policies of General Liability insurance, specifically referring to and including the Contractual Liability referred to in the indemnification paragraph above, Premises-Operations, Broad Form Property Damage, and Personal and Injury Liability with limits not less than \$1,000,000.00 per occurrence, and, if applicable, Worker's Compensation insurance to statutory limits, Employer's Liability insurance with limits not less than \$1,000,000.00 per occurrence, and Automobile Liability insurance covering all owned, non-owned and hired vehicles with limits not less than \$1,000,000.00 per occurrence. You agree to include Hotel, Hilton and Hotel Owner in the General Liability policy as an additional insured there under. Your insurance will be considered primary of any similar insurance carried by us. You agree to deliver to us at least seven (7) days prior to your event copies of certificates of insurance for each policy required by us. All policies of insurance will be with insurance companies rated by A. M. Best Company as an A VIII or better or otherwise acceptable to the hotel.

If you use an outside vendor, contractor or service provider to deliver, set up and/or take down booths, exhibits, staging, equipment or for any other purpose, the vendor, contractor or service provider must maintain the same types and amounts of insurance as we require of you. Also, their insurance is primary to any similar insurance carried by us. The Hotel, Hilton and Hotel Owner must be named as an additional insured on the vendor's, contractor's or service provider's insurance. The vendor, contractor, or service provider must provide us certificates of insurance seven (7) days prior to the performance of their contract with you.

**FORCE MAJEURE:**

If events beyond the reasonable control of the Parties, including but not limited to, acts of God, war in the United States, strikes, terrorist attacks in the city in which the hotel is located, or curtailment of transportation either in the Conference City or in the countries/states of origin of the attendees, which prevents at least 40% of the attendees from arriving for the first scheduled day of the event, make it impracticable, illegal, or impossible to perform as originally contracted under this Agreement, the affected party may terminate this Agreement, without liability, upon written notice.

**CANCELLATION:**

In the unlikely event that you should decide to cancel this event at any time after execution of this Agreement, the following cancellation charges will apply, which are not a penalty and represents a reasonable effort by the Hotel to establish its loss prospectively and are liquidated damages:

|  |            |                     |
|--|------------|---------------------|
| Date of Signature to 190 days prior to arrival | \$ 433.25  | (25% total revenue) |
| 189 days to 120 days prior to arrival          | \$ 866.50  | (50% total revenue) |
| 119 days to 90 days prior to arrival           | \$ 1299.75 | (75% total revenue) |
| 89 days to arrival                             | \$1,733.00 | (90% total revenue) |

These payments may be subject to the applicable taxes. Such payment shall be made by certified check or wire transfer and shall accompany your notice of the exercise of this cancellation option. Any attempted exercise of this right without the inclusion of payment, as set forth above, shall be invalid. Proper notice of cancellation is not default rather an exercise of a right under this Agreement to cancel this Agreement without any further obligations. Force Majeure- The performance of this Agreement by either party is subject to acts of God, war, government regulations, disaster, strikes, civil disorders, or other emergencies making it illegal or impossible to substantially perform this Agreement.

**ACCEPTANCE OF CONTRACT**

If a signed original of this Agreement has not been received by the Hotel prior to **May 15, 2013**, Hotel shall have the right to contract with other parties for the use of the room block, meeting room and catering services without further notice to Group. In the event Hotel has a request for the rooms requested by Group prior to May 15, 2013, and Hotel has not received Group's signed Agreement, Hotel will contact the Group for a decision. In such event, if Hotel does not receive Group's signed Agreement within five (5) working days, Hotel will have the right to contract with another party without any further notice to Group.

**SIGNATURE**

This contract, with exhibits attached (if any) constitutes the entire agreement between the parties and may not be amended or changed unless done so in a writing signed by Hotel and the Group.

The undersigned represent that they are authorized to sign and enter into this contract.

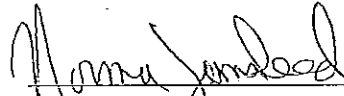
Notice may be sent via fax or scanned transmission and will be considered effective as of the date and time of the receipt.

**SIGNATURES**

Approved and authorized by **Langley High School**

Name: Norma Jamsheed

Signature:



Title:

Date:

5-6-13

Approved and authorized by Hotel:

Name: Robert Mantfari

Signature:

\_\_\_\_\_

Title: Director of Catering

Date:

\_\_\_\_\_



## Hotel Policies

### Finalization of Program

- Final menu selections should be submitted six weeks prior to the function to insure the availability of the desired menu items.
- Final guarantees must be received 72 business hours prior to your function. If the guarantee is not received, the original expected or minimum amount will be used as the guarantee and the hotel will prepare the charges for the number of persons estimated on the contract.
- All food and beverage must be supplied and prepared by the Hilton Alexandria Old Town. No outside food or beverage is permitted in any banquet or meeting room without prior written approval of the hotel. Unconsumed food is not permitted to be taken out of the hotel.
- All prices are subject to change.

#### Amendments to Program

- If a change from the original room set-up is requested on the day of the function, an additional labor charge may be added to the banquet check.
- Function rooms are assigned based on the anticipated number of guests. The hotel reserves the right to adjust room assignments based on your final guarantee and reserves the right to move functions to comparable meeting or banquet rooms other than those appearing on this contract. In the event of substantial fluctuations in the number of attendees, the hotel also reserves the right to charge additional set-up or room rental fees.
- Should the number of attendees fall below the guarantee of the estimated attendance or the food and beverage minimum, the hotel reserves the right to charge the difference between the number of guests actualized and the number that guaranteed or the food and beverage minimum.

#### Cancellation of Program

- The client assumes responsibility for and will make payment based on estimated total revenues if the function is canceled. Please refer to the contract for the schedule of cancellation specifics.

#### Billing Procedures

- All banquet and meeting charges are subject to applicable administrative charges and state and local taxes.
- A 25% non-refundable deposit is required for all social functions unless prior credit arrangements have been established with the hotel.
- Payment in full is required three business days prior to event date for all social functions unless prior credit arrangements have been established with the hotel.
- All banquet checks must be signed by the on-site contact or the designated representative at the completion of each event. Any discrepancies in counts or charges should be identified and resolved at that time.
- When using a credit or charge card to guarantee payment, the card will be authorized for all estimated charges seven days prior to function. This will be executed in order to guarantee payment of function.
- If a request for credit is approved, the master account is payable upon receipt of the invoice. If payment of all undisputed charges is not received thirty (30) days after receipt of the final invoice, finance charges not to exceed one and one half percent (1.5%) per month or the maximum allowed by law, whichever is less, will be applied to the unpaid, undisputed portion, commencing on the date of receipt.

#### Hotel Approval

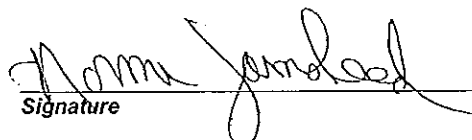
- The hotel reserves the right to exercise final authority over kosher caterers, coordinators, consultants, photographers, videographer, florist, decor vendors, bands, deejays, musicians and other entertainment, whether they are engaged by the customer or through the hotel. The hotel reserves the right to require security for any functions the hotel deems appropriate or necessary at the client's expense. Bands and deejays will not be permitted to use special effect devices that produce smoke, flames, etc.
- Any items to be put on meeting room or lobby walls or any directional signs must be approved by the hotel. Any damages to these areas will be assessed to the client.

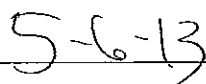
#### Specific Responsibilities of the Customer

- Admittance to your function room for set-up and take down and meeting attendee arrivals and departures must coincide with the event times listed on the contract. Should any revisions at the beginning or ending times of an event be requested, the hotel will make every effort to accommodate the request. The hotel reserves the right to add additional room rental charges or set-up fees to the function should this occur.
- All packages must be addressed to the Banquet Department and marked with the name of the person in charge of the program, function name and date.
- The customer shall be responsible and reimburse the hotel for any damage or loss caused by any of the customer's guests or persons or organizations contracted by the customer to provide any service or goods before, during or after the function.
- Bar and Bat Mitzvah functions are responsible for additional charges for the use of the hotel's security personnel during the event.

#### Specific Responsibilities of the Hotel

- The Hilton Alexandria Old Town assumes no responsibility for the damage or loss of any merchandise or articles brought into the hotel. Arrangements may be made for security by contacting your catering representative.
- ~~If~~ If required, the customer is responsible for payment of security, which the hotel will secure on a predetermined basis.
- The hotel shall not be liable for non-performance of the contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government (Federal, State or Municipal) regulations of or restrictions upon travel or transportation, non-availability of food, beverage or supplies, riots, national emergencies, acts of God and other causes to the extent that such circumstance makes it illegal or impossible to provide or use the Hotel facilities, whether enumerated herein or not which are beyond the reasonable control of the hotel.
- Davidson Hotel Company is an equal opportunity employer. All federal EEO and affirmative action requirements in race, sex, religion, national origin, handicap and Veteran status, veterans or disabled veterans status as found in 41 CFR 60-1.4, 60-741.4 are herein incorporated by reference.

  
Signature

  
Date



**Credit Card Authorization Form**

Company/Guest Name: Langley High School/Matt Ragone  
Card Holder Name: Langley High School  
(As it appears on card)

Event Date: July 10-11, 2013

Billing Address: 6520 Georgetown Pike  
McLean, VA 22101

Telephone Number: 703-287-2704

Credit Card Number: [REDACTED] 8276

Credit Card Type: Mastercard Exp. Date: 3/14 CNP: [REDACTED]

**Statement of Cardholder**

The Hilton Alexandria Old Town is authorized to charge a non-refundable deposit in the amount of \$ 300.00 to my ✓ credit card account upon acceptance of the signed contract.

\_\_\_\_\_ I authorize a charge of 10% of the estimated total to be billed to my card on the date of signing  
(Initials) the event contract.

[Signature] I authorize a charge of 50% of the estimated total to be billed to my card on June 15, 2013  
(Initials)

[Signature] I authorize a charge for the balance of the estimated total to be billed to my  
(Initials) card seventy-two (72) hours prior to the function.

\_\_\_\_\_ Others: \_\_\_\_\_  
(Initials)

- For guarantee of guestroom reservations
- Payment of Miscellaneous charges and all applicable taxes
- For payment of guest rooms and occupancy tax
- For payment of guest rooms, occupancy tax and incidentals
- For payment of incidentals plus all applicable taxes
- Payment of Attrition and Cancellation Charges

NOTE: If you plan to use the same credit card for all deposits, please initial next to each segment. With your approval, the hotel will automatically charge this credit card on the contracted due date.

5-7-13  
Date

[Signature]  
Signature of Cardholder

# ***Langley High School Administrative Retreat***

*July 10-11, 2013*

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## **Rooming List**

Matt Ragone  
Fred Amico  
Jessica Statz  
Tommy Meier  
Corey Bowerman  
Geoff Noto  
Sonya Williams

All the guests will be arriving on July 10 and will depart on July 11, 2013.

ORIGINAL DATE: 7/25/2013

PAGE 1

HILTON ALEXANDRIA OLD TOWN  
STATEMENT OF DEPOSITS, PAYMENTS & ADJUSTMENTS  
LANGLEY HS ADMIN RETREAT

| DATE      | REFERENCE | DESCRIPTION | AMOUNT     |
|-----------|-----------|-------------|------------|
| 5/8/2013  | 3122285   | CREDIT CARD | -300.00    |
| 6/14/2013 | 3150997   | CREDIT CARD | -482.00    |
| 7/2/2013  | 3164998   | CREDIT CARD | -1,400.00  |
| 7/18/2013 | 3176859   | CREDIT CARD | -361.54    |
| TOTAL     |           |             | (2,543.54) |

HILTON



LANGLEY HS ADMIN RETREAT  
ATTN: NORMA JAMSHEED  
6520 GEORGETOWN PIKE  
MC LEAN, VA 22101

ORIGINAL DATE: 7/25/2013

INVOICE NUMBER:  
CUSTOMER ID: JLH

SERVICES RENDERED IN CONNECTION WITH YOUR MEETING HELD AT THE HILTON  
ALEXANDRIA OLD TOWN.

|                                  |           |
|----------------------------------|-----------|
| GUEST ROOM CHARGES               | 1,602.52  |
| FOOD AND BEVERAGE CHARGES        | 941.02    |
| MISCELLANEOUS                    | 0.00      |
| SUBTOTAL                         | 2,543.54  |
| PAYMENTS, DEPOSITS & ADJUSTMENTS | -2,543.54 |

**TOTAL: 0.00**

IT HAS BEEN OUR PLEASURE SERVING YOU. WE LOOK FORWARD TO YOUR NEXT VISIT TO  
HILTON ALEXANDRIA OLD TOWN.  
"PLEASE REMIT TO": 1767 KING STREET ALEXANDRIA VA 22314 TEL 703-837-0440

ORIGINAL

ORIGINAL DATE: 7/25/2013

HILTON ALEXANDRIA OLD TOWN  
STATEMENT OF GUEST FOLIO CHARGES  
LANGLEY HS ADMIN RETREAT

| GUEST NAME      | ROOM NUMBER | DEPARTURE DATE | ROOM & TAX | FOOD AND BEVERAGE CHARGES | TELEPHONE | MISCELLANEOUS | SHOPS | OTHER | PAYMENTS DEPOSITS | TOTAL  |
|-----------------|-------------|----------------|------------|---------------------------|-----------|---------------|-------|-------|-------------------|--------|
| AMICO, FRED     | 334         | 7/11/2013      | 194.51     | 0.00                      | 0.00      | 32.00         | 0.00  | 0.00  | 0.00              | 226.51 |
| BOWERMAN, COREY | 426         | 7/11/2013      | 194.51     | 0.00                      | 0.00      | 32.00         | 0.00  | 0.00  | 0.00              | 226.51 |
| MEIER, TOMMY    | 306         | 7/11/2013      | 194.51     | 0.00                      | 0.00      | 32.00         | 2.00  | 0.00  | 0.00              | 228.51 |
| NOTO, GEOFF     | 418         | 7/11/2013      | 194.51     | 0.00                      | 0.00      | 32.00         | 0.00  | 0.00  | 0.00              | 226.51 |
| RAGONE, MATT    | 422         | 7/11/2013      | 194.51     | 0.00                      | 0.00      | 32.00         | 14.95 | 0.00  | 0.00              | 241.46 |
| STATZ, JESSICA  | 532         | 7/11/2013      | 194.51     | 0.00                      | 0.00      | 32.00         | 0.00  | 0.00  | 0.00              | 226.51 |
| WILLIAMS, SONYA | 530         | 7/11/2013      | 194.51     | 0.00                      | 0.00      | 32.00         | 0.00  | 0.00  | 0.00              | 226.51 |

|              |  |  |          |      |      |        |       |      |      |          |
|--------------|--|--|----------|------|------|--------|-------|------|------|----------|
| <b>TOTAL</b> |  |  | 1,361.57 | 0.00 | 0.00 | 224.00 | 16.95 | 0.00 | 0.00 | 1,602.52 |
|--------------|--|--|----------|------|------|--------|-------|------|------|----------|

HILTON



**Hilton**  
Alexandria Old Town

1767 King Street • Alexandria, VA 22314  
Phone (703) 837-0440 • Fax (703) 837-0454  
Reservations  
www.hiltonalexandria.com or 1 800 HILTONS

Name & Address

LANGLEY HS ADMIN RETREAT  
6520 GEORGETOWN PIKE

MC LEAN, VA 22101  
US

Room JLH  
Arrival Date 7/7/2013  
Departure Date 7/13/2013

Adult/Child  
Room Rate

RATE PLAN  
HH#  
AL:  
CAR:

C-JLH

*Folio*

7/17/2013 PAGE 1

| DATE      | REFERENCE | DESCRIPTION   | AMOUNT       |
|-----------|-----------|---|--------------|
| 5/8/2013  | 3122285   | MC *8276  | (\$300.00)   |
| 6/14/2013 | 3150997   | MC *8276  | (\$482.00)   |
| 7/2/2013  | 3164998   | MC *8276  | (\$1,400.00) |
| 7/10/2013 | 3170780   | INTERNET ACCESS [RTD FR RM 422 RAGONE,<br>MATT:RCPT A]  | \$14.95      |
| 7/10/2013 | 3170784   | *GIFT SHOP [RTD FR RM 306 MEIER,<br>TOMMY:RCPT A]       | \$2.00       |
| 7/10/2013 | 3170919   | *BANQUETS 25968   | \$941.02     |
| 7/10/2013 | 3170958   | SELF PARKING [RTD FR RM 306 MEIER,<br>TOMMY:RCPT A]     | \$32.00      |
| 7/10/2013 | 3170959   | GUEST ROOM [RTD FR RM 306 MEIER,<br>TOMMY:RCPT A]       | \$169.00     |
| 7/10/2013 | 3170959   | ROOM TAX - STATE [RTD FR RM 306 MEIER,<br>TOMMY:RCPT A] | \$10.14      |
| 7/10/2013 | 3170959   | ROOM TAX-CITY [RTD FR RM 306 MEIER,<br>TOMMY:RCPT A]    | \$14.37      |
| 7/10/2013 | 3170959   | OCCUPANCY TAX [RTD FR RM 306 MEIER,<br>TOMMY:RCPT A]    | \$1.00       |
| 7/10/2013 | 3170983   | SELF PARKING [RTD FR RM 334 AMICO,<br>FRED:RCPT A]      | \$32.00      |
| 7/10/2013 | 3170984   | GUEST ROOM [RTD FR RM 334 AMICO,<br>FRED:RCPT A]        | \$169.00     |
| 7/10/2013 | 3170984   | ROOM TAX - STATE [RTD FR RM 334 AMICO,<br>FRED:RCPT A]  | \$10.14      |
| 7/10/2013 | 3170984   | ROOM TAX-CITY [RTD FR RM 334 AMICO,<br>FRED:RCPT A]     | \$14.37      |
| 7/10/2013 | 3170984   | OCCUPANCY TAX [RTD FR RM 334 AMICO,<br>FRED:RCPT A]     | \$1.00       |

The Hilton Family



Official Sponsor

|                              |   |
|------------------------------|---|
| ACCOUNT NO.                  |   |
| CARD MEMBER NAME             |   |
| ESTABLISHMENT NO. & LOCATION | ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT |

|                      |                                 |
|----------------------|---------------------------------|
| DATE OF CHARGE       | FOLIO NO./CHECK NO.<br>496453 A |
| AUTHORIZATION        | INITIAL                         |
| PURCHASES & SERVICES |                                 |
| TAXES                |                                 |
| TIPS & MISC.         |                                 |
| TOTAL AMOUNT         | 0.00                            |

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT



**Hilton**  
Alexandria Old Town

1767 King Street • Alexandria, VA 22314  
Phone (703) 837-0440 • Fax (703) 837-0454  
Reservations  
www.hiltonalexandria.com or 1 800 HILTONS

Name & Address

LANGLEY HS ADMIN RETREAT  
6520 GEORGETOWN PIKE

MC LEAN, VA 22101  
US

Room JLH  
Arrival Date 7/7/2013  
Departure Date 7/13/2013

Adult/Child  
Room Rate

RATE PLAN  
HH#  
AL:  
CAR:

C-JLH

*Folio*

7/17/2013 PAGE 2

| DATE      | REFERENCE | DESCRIPTION   | AMOUNT   |
|-----------|-----------|---|----------|
| 7/10/2013 | 3171025   | SELF PARKING [RTD FR RM 418 NOTO, GEOFF:RCPT A]         | \$32.00  |
| 7/10/2013 | 3171026   | GUEST ROOM [RTD FR RM 418 NOTO, GEOFF:RCPT A]           | \$169.00 |
| 7/10/2013 | 3171026   | ROOM TAX - STATE [RTD FR RM 418 NOTO, GEOFF:RCPT A]     | \$10.14  |
| 7/10/2013 | 3171026   | ROOM TAX-CITY [RTD FR RM 418 NOTO, GEOFF:RCPT A]        | \$14.37  |
| 7/10/2013 | 3171026   | OCCUPANCY TAX [RTD FR RM 418 NOTO, GEOFF:RCPT A]        | \$1.00   |
| 7/10/2013 | 3171031   | SELF PARKING [RTD FR RM 422 RAGONE, MATT:RCPT A]        | \$32.00  |
| 7/10/2013 | 3171032   | GUEST ROOM [RTD FR RM 422 RAGONE, MATT:RCPT A]          | \$169.00 |
| 7/10/2013 | 3171032   | ROOM TAX - STATE [RTD FR RM 422 RAGONE, MATT:RCPT A]    | \$10.14  |
| 7/10/2013 | 3171032   | ROOM TAX-CITY [RTD FR RM 422 RAGONE, MATT:RCPT A]       | \$14.37  |
| 7/10/2013 | 3171032   | OCCUPANCY TAX [RTD FR RM 422 RAGONE, MATT:RCPT A]       | \$1.00   |
| 7/10/2013 | 3171035   | SELF PARKING [RTD FR RM 426 BOWERMAN, COREY:RCPT A]     | \$32.00  |
| 7/10/2013 | 3171036   | GUEST ROOM [RTD FR RM 426 BOWERMAN, COREY:RCPT A]       | \$169.00 |
| 7/10/2013 | 3171036   | ROOM TAX - STATE [RTD FR RM 426 BOWERMAN, COREY:RCPT A] | \$10.14  |
| 7/10/2013 | 3171036   | ROOM TAX-CITY [RTD FR RM 426 BOWERMAN, COREY:RCPT A]    | \$14.37  |

The Hilton Family



Official Sponsor

|                              |   |
|------------------------------|---|
| ACCOUNT NO.                  |   |
| CARD MEMBER NAME             |   |
| ESTABLISHMENT NO. & LOCATION | ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT |

|                      |                                 |
|----------------------|---------------------------------|
| DATE OF CHARGE       | FOLIO NO./CHECK NO.<br>496453 A |
| AUTHORIZATION        | INITIAL                         |
| PURCHASES & SERVICES |                                 |
| TAXES                |                                 |
| TIPS & MISC.         |                                 |
| TOTAL AMOUNT         | 0.00                            |

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT





# Hilton

## Alexandria Old Town

1767 King Street • Alexandria, VA 22314  
 Phone (703) 837-0440 • Fax (703) 837-0454  
 Reservations  
 www.hiltonalexandria.com or 1 800 HILTONS

Name & Address

LANGLEY HS ADMIN RETREAT  
 6520 GEORGETOWN PIKE

MC LEAN, VA 22101  
 US

Room JLH  
 Arrival Date 7/7/2013  
 Departure Date 7/13/2013

Adult/Child  
 Room Rate

RATE PLAN  
 HH#  
 AL:  
 CAR:

C-JLH

# Folio

7/17/2013 PAGE 3

| DATE      | REFERENCE | DESCRIPTION   | AMOUNT     |
|-----------|-----------|---|------------|
| 7/10/2013 | 3171036   | OCCUPANCY TAX [RTD FR RM 426 BOWERMAN, COREY:RCPT A]    | \$1.00     |
| 7/10/2013 | 3171091   | SELF PARKING [RTD FR RM 530 WILLIAMS, SONYA:RCPT A]     | \$32.00    |
| 7/10/2013 | 3171092   | GUEST ROOM [RTD FR RM 530 WILLIAMS, SONYA:RCPT A]       | \$169.00   |
| 7/10/2013 | 3171092   | ROOM TAX - STATE [RTD FR RM 530 WILLIAMS, SONYA:RCPT A] | \$10.14    |
| 7/10/2013 | 3171092   | ROOM TAX-CITY [RTD FR RM 530 WILLIAMS, SONYA:RCPT A]    | \$14.37    |
| 7/10/2013 | 3171092   | OCCUPANCY TAX [RTD FR RM 530 WILLIAMS, SONYA:RCPT A]    | \$1.00     |
| 7/10/2013 | 3171094   | SELF PARKING [RTD FR RM 532 STATZ, JESSICA:RCPT A]      | \$32.00    |
| 7/10/2013 | 3171095   | GUEST ROOM [RTD FR RM 532 STATZ, JESSICA:RCPT A]        | \$169.00   |
| 7/10/2013 | 3171095   | ROOM TAX - STATE [RTD FR RM 532 STATZ, JESSICA:RCPT A]  | \$10.14    |
| 7/10/2013 | 3171095   | ROOM TAX-CITY [RTD FR RM 532 STATZ, JESSICA:RCPT A]     | \$14.37    |
| 7/10/2013 | 3171095   | OCCUPANCY TAX [RTD FR RM 532 STATZ, JESSICA:RCPT A]     | \$1.00     |
| 7/18/2013 | 3176859   | MC *8276  | (\$361.54) |
|           |           | ** BALANCE **   | \$0.00     |

The Hilton Family



Official Sponsor

|   |
|---|
| ACCOUNT NO.<br>MC *8276   |
| CARD MEMBER NAME<br>LANGLEY HS ADMIN RETREAT  |
| ESTABLISHMENT NO. & LOCATION<br>ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT |

|                           |                                |
|---------------------------|--------------------------------|
| DATE OF CHARGE<br>7/17/13 | FOLO NO./CHECK NO.<br>496453 A |
| AUTHORIZATION<br>047943   | INITIAL                        |
| PURCHASES & SERVICES      |                                |
| TAXES                     |                                |
| TIPS & MISC.              |                                |
| TOTAL AMOUNT              | -361.54                        |

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT

ORIGINAL DATE: 7/25/2013

HILTON ALEXANDRIA OLD TOWN  
STATEMENT OF FOOD & BEVERAGE CHARGES  
LANGLEY HS ADMIN RETREAT

| DATE | REFERENCE | LOCATION | COVERS | FOOD |        | BEVERAGE | OTHER       |        | TOTAL |
|------|-----------|----------|--------|------|--------|----------|-------------|--------|-------|
|      |           |          |        | MEAL | AMOUNT |          | DESCRIPTION | AMOUNT |       |

7/10/2013 3170919 \*BANQUETS 25968

941.02

|  |  |  |  |       |      |      |      |        |
|--|--|--|--|-------|------|------|------|--------|
|  |  |  |  | TOTAL | 0.00 | 0.00 | 0.00 | 941.02 |
|--|--|--|--|-------|------|------|------|--------|

HILTON

# Hilton Alexandria Old Town

1767 King Street Alexandria, VA 22314  
 Phone: 703-837-0440 - Fax: 703-684-8928

Catering

Page 1 of 1

## Banquet Check

BEO#: 25968

|   |                                   |
|---|-----------------------------------|
| Group Name: Langley High School                     | Site Contact: Norma Jamsheed      |
| Post As: Langley High School Administrative Retreat | Method of Payment: Master Account |

| Day/Date                 | Time     | Function                      | Room                       | Grd | Actual |
|--------------------------|----------|-------------------------------|----------------------------|-----|--------|
| Wednesday, July 10, 2013 | 7:00 am  |                               | Franklin Boardroom (2nd Fl |     |        |
| Wednesday, July 10, 2013 | 7:00 am  | Langley HS Administrative Rel | Madison (2nd Floor)        |     |        |
| Wednesday, July 10, 2013 | 10:30 am | Langley HS Administrative Rel | Madison (2nd Floor)        |     |        |
| Wednesday, July 10, 2013 | 12:00 pm |                               | Share Lounge               |     |        |

| NO.        | FOOD                               | PRICE | SUBTOTAL | TOTAL  |
|------------|------------------------------------|-------|----------|--------|
| 8          | The Old Town Continental Breakfast | 26.00 | 208.00   |        |
| 8          | All Day Coffee Break               | 15.00 | 120.00   |        |
| TOTAL FOOD |                                    |       | 328.00   |        |
|            | Taxable Administrative Charge %    | 3.00  | 9.84     |        |
|            | Administrative Charge %            | 20.00 | 65.60    |        |
|            | Sales Tax %                        | 10.00 | 33.78    |        |
|            |                                    |       |          | 437.22 |

| NO.                 | MISCELLANEOUS                   | PRICE | SUBTOTAL | TOTAL |
|---------------------|---------------------------------|-------|----------|-------|
| 1                   | FPP-flipchart Presenter Package | 40.00 | 40.00    |       |
| TOTAL MISCELLANEOUS |                                 |       | 40.00    |       |
|                     | Taxable Administrative Charge % | 3.00  | 1.20     |       |
|                     | Administrative Charge %         | 20.00 | 8.00     |       |
|                     | Sales Tax %                     | 6.00  | 2.47     |       |
|                     |                                 |       |          | 51.67 |

|       | ROOM RENTAL                    | PRICE         | SUBTOTAL | TOTAL  |
|-------|--------------------------------|---------------|----------|--------|
| Room: | Franklin Boardroom (2nd Floor) | Function: BRK |          |        |
| Room: | Share Lounge                   | Function: LUR |          |        |
| Room: | Madison (2nd Floor)            | Function: BRK |          |        |
| Room: | Madison (2nd Floor)            | Function: MTG | 350.00   | 350.00 |
| TOTAL |                                |               | 350.00   |        |
|       | Taxable Administrative Fee %   | 3.00          | 10.50    |        |
|       | Administrative Charge %        | 20.00         | 70.00    |        |
|       | Room Rental Tax %              | 6.00          | 21.63    |        |
|       |                                |               |          | 452.13 |

Grand Total: 941.02

Balance Due: 941.02

Page 1 of 1

Client Signature



Date:

7-10-13

New

# Hilton Alexandria Old Town

1767 King Street • Alexandria, VA 22314 • (703) 837-0440 • Fax (703) 684-8928

BEO #: 25968

Page: 1 of 2

Created: 7/2/2013

## Catering

## Banquet Event Order

|  |   |
|--|---|
| <b>Account:</b> Langley High School                        | <b>Event Date:</b> Wednesday, July 10, 2013 |
| <b>Post As:</b> Langley High School Administrative Retreat | <b>Contact:</b> Norma Jamsheed              |
| <b>Address:</b> 6520 Georgetown Pike<br>McLean, VA 22101   | <b>Phone:</b> 703-287-2704                  |
|  | <b>Fax:</b>                                 |
|  | <b>On-Site:</b> Norma Jamsheed              |
| <b>Master Acct #:</b>                                      | <b>Service Mgr:</b> Robert Manttari         |
| <b>Deposit:</b>  | <b>Method of Payment:</b> Master Account    |
|  | <b>Catering Src:</b> Robert Manttari        |

| Date         | Time               | Room                           | Function                    | Set-up | AGR | GTD | Rental   |
|--------------|--------------------|--------------------------------|-----------------------------|--------|-----|-----|----------|
| Jul 10, 2013 | 7:00 AM - 8:00 AM  | Franklin Boardroom (2nd Floor) |                             | BUFF   | 8   |     |          |
| Jul 10, 2013 | 7:00 AM - 5:00 PM  | Madison (2nd Floor)            | Langley HS Administrative I | CNF    | 8   |     | \$350.00 |
| Jul 10, 2013 | 10:30 AM - 5:00 PM | Madison (2nd Floor)            | Langley HS Administrative I | CNF    | 8   |     |          |
| Jul 10, 2013 | 12:00 PM - 1:00 PM | Share Lounge                   |                             | EX     | 8   |     |          |

|  |   |
|--|---|
| <p style="text-align: center;"><b>Setup</b></p> <p><b>Room:</b> Madison (2nd Floor)</p> <p><b>Event:</b> 10:30 AM to 5:00 PM</p> <p>- Meeting Set-up with Pad, Pens, Candy &amp; Water<br/>10 - Conference Style<br/>Group will have lunch in the Restaurant</p> <p style="text-align: center;"><b>Audio Visual</b></p> <p><b>Room:</b> Madison (2nd Floor)</p> <p><b>Event:</b> 10:30 AM to 5:00 PM</p> <p style="text-align: center;">NO AV REQUESTED</p> <p>All audio visual services must be arranged through the Hotel's audio visual company: Laser Audio Visual. All audio visual charges are subject to 22% service charge, which is subject to prevailing sales tax. For more information please contact:</p> <p style="text-align: center;">Mr. Tony Chung<br/>Director, Laser Audio Visual<br/>(Phone) 703-837-0440 ext 7031<br/>(Fax) 703-684-9759</p> <p style="text-align: center;"><b>Miscellaneous</b></p> | <p style="text-align: center;"><b>Menu</b></p> <p><b>Room:</b> Franklin Boardroom (2nd Floor)</p> <p style="text-align: center;"><b>The Old Town Continental Breakfast</b><br/>Serve: 7:00 AM to 8:00 AM<br/>*****</p> <p>Freshly Brewed 100% Columbian Blend Coffee, Decaffeinated Coffee and a Exotic Tea Assortment<br/>Fresh Orange, Apple and Cranberry Juice<br/>Petit Scones, Blueberry Muffins, Banana Bread, Apple Turnovers, and Flaky Croissants<br/>New York Style Bagels Served with Flavored &amp; Plain Cream Cheese<br/>Sliced Seasonal Melons, Pineapples &amp; Berries</p> <p style="text-align: center;">8 people @ \$26.00 Per person</p> <p><b>Room:</b> Madison (2nd Floor)</p> <p style="text-align: center;"><b>All Day Coffee Break</b><br/>Serve: 9:30 AM to 5:00 PM<br/>*****</p> <p>Freshly Brewed 100% Columbian Coffee, Decaffeinated Coffee, &amp; a Medley of Fine Herbal Teas</p> <p style="text-align: center;">8 people @ \$15.00 Per person</p> |
|--|---|

Final attendance must be guaranteed (72) business hours or (3) business days in advance of your function before 12:00 noon. This will be considered a final guarantee of attendance for which you will be charged. All Cash Bars and Bars on Consumption will be responsible to meet a minimum beverage amount of \$350. A labor charge of \$150.00 will exist for all buffets under 25 guests. All menus are subject to a taxable administrative fee and applicable sales tax. There is a \$250.00 charge for meeting room set ups that are changed 24 hrs. prior to/on day of each events. Please note our parking Garage is owned and operated by Towne Park. It is a shared Garage. There will be Blue directional lines on the Parking Garage floor will directing all Hilton Guests to Parking Levels P2 and P3. Please notify your attendess in advance.

Organization Authorized Signature

Hotel Representative Signature

Date

Date

7-3-13

New

# Hilton Alexandria Old Town

1767 King Street • Alexandria, VA 22314 • (703) 837-0440 • Fax (703) 684-8928

BEO #: 25968

Page: 2 of 2

Created: 7/2/2013

Catering

## Banquet Event Order

|   |   |
|---|---|
| <b>Account:</b> Langley High School<br><b>Event Date:</b> Wednesday, July 10, 2013                    |   |
| <b>F. st As:</b> Langley High School Administrative Retreat<br><b>Contact:</b> Norma Jamsheed         |   |
| <b>Address:</b> 6520 Georgetown Pike<br>McLean, VA 22101<br><b>Phone:</b> 703-287-2704<br><b>Fax:</b> |   |
| <b>On-Site:</b> Norma Jamsheed  |   |
| <b>Master Acct #:</b><br><b>Deposit:</b>  | <b>Method of Payment:</b> Master Account<br><b>Service Mgr:</b> Robert Manttari<br><b>Catering Src:</b> Robert Manttari |

### Beverage

*Final attendance must be guaranteed (72) business hours or (3) business days in advance of your function before 12:00 noon. This will be considered a final guarantee of attendance for which you will be charged. All Cash Bars and Bars on Consumption will be responsible to meet a minimum beverage amount of \$350. A labor charge of \$150.00 will exist for all buffets under 25 guests. All menus are subject to a taxable administrative fee and applicable sales tax. There is a \$250.00 charge for meeting room set ups that are changed 24 hrs. prior to/or on day of each events. Please note our parking Garage is owned and operated by Towne Park. It is a shared Garage. There will be Blue directional lines on the Parking Garage floor will directing all Hilton Guests to Parking Levels P2 and P3. Please notify your attendess in advance.*

Organization Authorized Signature

Hotel Representative Signature

7-3-13

Date

Date

# Hilton Alexandria Old Town

1767 King Street Alexandria, VA 22314  
 Phone: 703-837-0440 - Fax: 703-684-8928

Catering

## Banquet Check

BEO#: 25968

|   |                                   |
|---|-----------------------------------|
| Group Name: Langley High School                     | Site Contact: Norma Jamsheed      |
| Post As: Langley High School Administrative Retreat | Method of Payment: Master Account |

| Day/Date                 | Time     | Function                      | Room                        | Gtd | Actual |
|--------------------------|----------|-------------------------------|-----------------------------|-----|--------|
| Wednesday, July 10, 2013 | 7:00 am  |                               | Franklin Boardroom (2nd Fl) |     |        |
| Wednesday, July 10, 2013 | 7:00 am  | Langley HS Administrative Rel | Madison (2nd Floor)         |     |        |
| Wednesday, July 10, 2013 | 10:30 am | Langley HS Administrative Rel | Madison (2nd Floor)         |     |        |
| Wednesday, July 10, 2013 | 12:00 pm |                               | Share Lounge                |     |        |

| NO. | FOOD                               | PRICE | SUBTOTAL | TOTAL  |
|-----|------------------------------------|-------|----------|--------|
| 8   | The Old Town Continental Breakfast | 26.00 | 208.00   |        |
| 8   | All Day Coffee Break               | 15.00 | 120.00   |        |
|     | TOTAL FOOD                         |       | 328.00   |        |
|     | Taxable Administrative Charge %    | 3.00  | 9.84     |        |
|     | Administrative Charge %            | 20.00 | 65.60    |        |
|     | Sales Tax %                        | 10.00 | 33.78    |        |
|     |                                    |       |          | 437.22 |

| NO. | MISCELLANEOUS                   | PRICE | SUBTOTAL | TOTAL |
|-----|---------------------------------|-------|----------|-------|
| 1   | FPP-flipchart Presenter Package | 40.00 | 40.00    |       |
|     | TOTAL MISCELLANEOUS             |       | 40.00    |       |
|     | Taxable Administrative Charge % | 3.00  | 1.20     |       |
|     | Administrative Charge %         | 20.00 | 8.00     |       |
|     | Sales Tax %                     | 6.00  | 2.47     |       |
|     |                                 |       |          | 51.67 |

|       | ROOM RENTAL                    | PRICE         | SUBTOTAL | TOTAL  |
|-------|--------------------------------|---------------|----------|--------|
| Room: | Franklin Boardroom (2nd Floor) | Function: BRK |          |        |
| Room: | Share Lounge                   | Function: LUR |          |        |
| Room: | Madison (2nd Floor)            | Function: BRK |          |        |
| Room: | Madison (2nd Floor)            | Function: MTG | 350.00   | 350.00 |
|       | TOTAL                          |               | 350.00   |        |
|       | Taxable Administrative Fee %   | 3.00          | 10.50    |        |
|       | Administrative Charge %        | 20.00         | 70.00    |        |
|       | Room Rental Tax %              | 6.00          | 21.63    |        |
|       |                                |               |          | 452.13 |

Grand Total: 941.02

Balance Due: 941.02



Client Signature

Date: 7-10-13