

JAMES MADISON HIGH SCHOOL
VIENNA, VIRGINIA 22181



Acct Nbr w/ Vendor	Vendor Name	Payment Number	Check Date	Check #	Check Amount
	WATERFORD AT FAIR OAKS	0014005	4/11/2014		\$600.00
Vendor Invoice Number	Date	Fund	Fund Description		Fund Amount
041014	4/10/2014	52550-00-00	Educational Contingency-General Rev/Exp		\$600.00

52550-00-00 Educational Contingency-General Rev/Exp \$600.00

REORDER FROM YOUR LOCAL SAFEGUARD DISTRIBUTOR, IF UNKNOWN, CALL 800-523-2422





James Madison High School
2500 James Madison Drive
Vienna, VA 22181

Invoice

Event held on Monday, August 18, 2014

30	FULL DAY MEETING BREAK PACKAGE @ 13.00	\$390.00
30	Waterford Lunch Packages start at \$17pp @ 17.00	\$510.00
Subtotal		\$900.00
20%	Service Charge	\$180.00
6%	Taxes	\$54.00
Total		\$1,134.00
Paid		\$0.00
Balance		\$1,134.00

Your payment in the amount of 600.00 is due no later than 4/23/2014.

Please remit the "Total Balance Due" within 7 business days prior to the Event Date.
Address all correspondences to Consuelo Scott, Sales Representative.
Thank you for this opportunity to serve you.

Sales/Catering Contract



Waterford
at Fair Oaks
Receptions • Meetings

Client/Organization James Madison High School	Event Date 8/18/2014 (Mon)	Booking Tel 703-319-2313	Booking Fax	Event # E12082
Address 2500 James Madison Drive, Vienna, VA 22181		Booking Contact Gail Hibler	Site Contact Gail Hibler	Guests 25 (Pin)
Party Name James Madison High School	Theme Seminar & Meeting	Sales Rep Consuelo Scott	Category Corp / Military	

BANQUET TIMES

Room and Time #	Start	End	Room	Setup Style
	07:00 am	04:00 pm	Club Room	Crescent Rounds

FOOD/SERVICE ITEMS

Food/Service Items	Qty	Price	Total
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Club Room Min 30 Max 50 Banquet

Club Room Full Day Room Rental

500.00

**Room rental can be waived if minimum of the room is met for both the full day meeting package and lunch package

**Waterford does not provide any AV equipment
Customer can provide their own or contact in house AV Company
Image AV Pro 703-926-9530 ceo@imageavpro.com

FULL DAY MEETING BREAK PACKAGE

30

13.00

390.00

MORNING @

Freshly Brewed Coffee, Decaffeinated Coffee, and Select Teas
Orange Juice
Danish and Assorted Muffins

MID MORNING @

Refresh Coffee and Tea
Assorted Sodas

AFTERNOON @

Replenish Sodas

Choose 1 Below

Sweet Tooth Break
Healthy Break

Ice Cream Cart
 Chip and Dip Break
 Happh Hour

Waterford Lunch Packages start at \$17pp 30 17.00 510.00

Subtotal	900.00	Next Deposit	600.00	Pay Method	Cash/Check/Visa/M	Card Number
Tax	54.00	Due Date	4/23/2014	Card Type		
Service Charge	180.00	Paid	0.00	Card Holder		Expires
Total Value	1,134.00	Balance	1,134.00	Signature		

Reservation Policy

No event reservations are held on a tentative basis. This signed contract and the applicable deposit must be returned within two weeks of the issue date to guarantee the availability of the contracted space. Upon receipt of this completed and signed contract, along with the **non-refundable / non-transferable to a different date** deposit, Waterford at Fair Oaks, LLC and the customer agree upon the date, times, room assignment(s), minimum guest count (if applicable) and price(s) herein listed. The customer understands and agrees that the **non-refundable / non-transferable deposit that accompanies this signed contract applies ONLY to the date, times and room arrangements listed herein.** *The customer hereby acknowledges that the deposit(s) received by Waterford in conjunction with this contract apply only to the dates, times and room arrangements in this contract and that the deposit(s) may not be applied to any other date because of a postponement of the event and is/are non-refundable if there is a postponement or cancellation of the event.*

Detailed selection of any food and beverage items to be provided, along with the final guest count (which must be between the minimum guest count guarantee listed herein and the maximum capacity of the space), will be determined during the period between the signing of the contract and no later than eight days before the event.

Payment Policy

A signed contract and a **non-refundable / non-transferable** deposit of 600.00 are due by 4/23/2014 to reserve the event space and arrangements for Only the Dates and times indicated. This deposit and any subsequent payments will be deducted from the final bill.

The balance of payment for the full charges for the event is due no later than eight days prior to the event date. If the eighth day falls on a weekend, the payment is due the Friday before that weekend.

All payments are due on or before contracted due dates. Any payments that are not received by contracted due date are subject to a 25% finance charge. Payments can be made in the form of cash, money order, check, Visa, MasterCard, Discover, and American Express. If Waterford receives a Non Sufficient Fund (bounced) check, a fee of \$50.00 will be assessed.

All items are subject to a 20% service charge and 6.0% Virginia Sales Tax.

Cancellation Policy

If any payment is missed or balance is left unpaid prior to your event, your event is subject to cancellation.

If Waterford at Fair Oaks receives written notice of cancellation, the customer will be responsible for the following charges based on the minimum number of guests at the originally contracted price (as shown on this contract).

90 days before the event = 50% of total bill

30 days before the event = 75% of total bill

A revised invoice will be sent applying any previous payments to the above charges.

Catering Policy

Waterford at Fair Oaks will provide all food items (with the exception of a wedding/birthday cake).

Please note that unconsumed food (other than wedding/birthday cake) and/or beverages may not be taken from the facility.

Final menu selection must be made no later than eight days prior to the event. Final guest count (if applicable) is due along with the balance of payment at least eight days prior to the event, after which the count may not be reduced. Should the number of guests exceed the final count by 10%, Waterford at Fair Oaks will make every effort to accommodate the additional guests, but cannot guarantee that all of the additional meals can be provided. The customer must pay for any additional guests over the guaranteed minimum before the event begins with cash or credit card only.

The fee to extend the reception length is \$300 per hour per room and is subject to availability subject to change without written notice. This fee does not include additional food/beverage charges. These charges must be paid immediately upon request with cash or credit card only.

Waterford at Fair Oaks reserves the right to increase the food price portion (approximately 1/3) of the final bill by up to 10%, if our food cost for any specific menu items has increased significantly. If this right is exercised, the customer will be notified in writing at least two weeks before the event and automatically has the right to change the relevant menu item to avoid the increased cost.

Off-Site Ethnic Caterer Policy

The customer must provide a valid off-premise catering license from the food provider to Waterford at Fair Oaks at least 90 days before the event date, in order to ensure the license is acceptable and official for liability purposes. Please note that Waterford at Fair Oaks is not liable for any food provided by off-site caterer.

The fee to extend your reception length is \$300 per hour per room and is subject to availability subject to change without written notice. This fee does not include additional food/beverage charges. These charges must be paid immediately upon request with cash or credit card only.

Alcohol Policy

Waterford at Fair Oaks must provide all beverages. Upon request, special purchases can be made for the client by Waterford at Fair Oaks.

Waterford at Fair Oaks employees must dispense all alcohol. Alcohol is not served to anyone under the age of 21 and bartenders will ask for identification from any person. Waterford at Fair Oaks will deny alcohol to any guest who appears to be intoxicated or underage and by law must direct intoxicated individuals to leave the premises.

Liability Policy

Customers are responsible for any damages to the facility during the contracted times by any of their guests, employees or independent contractors. Waterford at Fair Oaks is not responsible for harm done to any guest or independent contractor during the event, unless caused by the gross negligence or willful acts of Waterford or its employees. Waterford at Fair Oaks reserves the right to require security for any event at the expense of the contracted party.

General Information

Waterford at Fair Oaks only guarantees two hours in advance of the scheduled beginning of an event for customer and vendor setup.

Waterford at Fair Oaks strictly enforces a dress code for all Saturday events. No guest will be admitted who is wearing denim, a ball cap or a tee shirt. A collared shirt (preferably with a jacket and tie) is required for any male over the age of 12.

Smoking is not permitted inside the building. Smoking is available outside in designated areas only.

Waterford reserves the right to exercise final authority over the volume of the music at all events.

Deliveries, pick-ups and decorating must be coordinated through the management of Waterford at Fair Oaks.

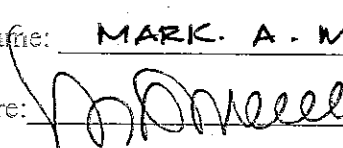
No tape, tacks, glue or nails may be used when decorating.

No birdseed, rice, confetti or glitter may be used inside or outside the facility.

If a guest is found to be in possession of illegal drugs or illegal firearms, Waterford at Fair Oaks has the right to terminate the event immediately.

Customer

Print Name: MARK. A. MERRELL

Signature: 

Date: 4/11/14

Waterford at Fair Oaks

Print Name: _____

Signature: _____ Date: _____

Initial: ___/___