



Sheraton Inn Waterbury

The hospitality people of **ITT**

3580 EAST MAIN STREET, WATERBURY, CT 06705-9988
203/573-1000 • 203/573-1349 FAX

BOOKING ON
CONTACT
203/573-1000
2/2/92

CATERING BOOKING AGREEMENT/ BANQUET EVENT ORDER

ORGANIZATION St. Mary's School FILE # 100
NAME OF FUNCTION St. Mary's School
CONTACT Mr. [illegible] TITLE Principal
ON SITE CONTACT Mr. [illegible] TITLE Principal
ADDRESS 100 [illegible]
CITY Waterbury STATE CT ZIP 06705
BUS. PHONE 203-247-1000 FAX 203-247-1349 RES. PHONE 203-247-1000
DEPOSIT AMOUNT \$1000.00 DUE DATE 2/2/92 PAYMENT PROCEDURE Check

SIGNED CONTRACT MUST BE RETURNED WITH DEPOSIT BY DUE DATE TO CONFIRM FUNCTION.

FUNCTION DATE

MENU

TIME 12:00 PLACE St. Mary's

ESTIMATED ATTENDANCE 100

MENU SELECTION DUE 2/2/92

FINAL GUARANTEE DUE 2/2/92

HORS D'OEUVRES

TIME 12:00 PLACE St. Mary's

ESTIMATED ATTENDANCE 100

BAR

TIME 12:00 PLACE St. Mary's

ESTIMATED ATTENDANCE 100

Food and beverage prices guaranteed six months prior to function.

All food and beverage prices are subject to state tax and 17% service charge.

TELEPHONE ACCESS? ☐ YES ☐ NO

ELECTRICAL REQUIREMENTS

(MUST BE PROVIDED TWO (2) WEEKS PRIOR TO FUNCTION).

changes
2/2/92
CO. [illegible]



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CATERING BOOKING AGREEMENT/ BANQUET EVENT ORDER

***REVISED* 12/2/92**

ORGANIZATION NEW ENGLAND CONFERENCE OF YOUNG PEOPLE IN AM FILE # 7-412
NAME OF FUNCTION NECYPAA ANNUAL CONFERENCE
CONTACT DAVID SCHULTZ TITLE CO-CHAIRPERSON
ON SITE CONTACT ANNA SMYTH OR DAVID TITLE CO-CHAIRPERSON
ADDRESS 655 TALCOTTVILLE RD#13
CITY VERNON STATE CT ZIP 06066
BUS. PHONE (72-8255)(DAVID) FAX _____ RES. PHONE 849-3403(ANNA)
DEPOSIT AMOUNT \$1,000.00 DUE DATE 12/7/92 PAYMENT PROCEDURE DIRECT BILL
*SEE TELER

SIGNED CONTRACT MUST BE RETURNED WITH DEPOSIT BY DUE DATE TO CONFIRM FUNCTION.

FUNCTION DATE SATURDAY JANUARY 2, 1993

9:00AM (24 HR. BASIS) - HEADQUARTERS - FOR
4-8FT REG TABLES WITH 4 CHAIRS EACH

8:30AM - 11:00AM - BREAKFAST - CT BALLROOM
SET ROUNDS OF 8/10 FOR 150/200PP
PODUM/MICROPHONE ON RISERS/NO SMOKING

11:30AM - 5:00PM - BREAKOUTS - SALON D/E/F
SET THEATER STYLE FOR 30 PEOPLE EACH
SPEAKERS TABLE/HALF PODUM/MICROPHONE

(24 HR. BASIS) - TRAINING MEETING - LITCHFIELD/
MIDDLEBURY

SET THEATER STYLE FOR 150 (EXTRA ASSESSMENTS IN
LITCHFIELD
25P
SPEAKERS TABLE WITH 2 CHAIRS

(24 HR. BASIS) - ALANGL/ALATEEN - SUITES 210/410
SET THEATER STYLE FOR 30 PEOPLE

(24 HR. BASIS) - HOSPITALITY - ROSE ROOM
BACK OF ROOM SET AS IS (INCLUDING BANQUETTES/DARTS)

9:00AM - 5:00PM - MEETING - PROSPECT/WATERTOWN RT
SET THEATER STYLE FOR 30 PEOPLE

(WATERTOWN RM)

1 TABLE + 4 CHAIRS 11:30AM-3PM

THEATER STYLE MAX 3PM

MENU TIME 9:00AM PLACE CT CLUB

ESTIMATED ATTENDANCE 150/200PP

BREAKFAST BUFFET @ \$10.00PP (INCL.)
FRESH FRUIT COMPOTE
SCRAMBLED EGGS
BREAKFAST POTATOES
BAGELS/JOFFINS/FRUIT BREADS
COFFEE/TEA/DECAF

BACON

OK

MENU SELECTION DUE _____

FINAL GUARANTEE DUE 12/30/92

HORS D'OEUVRES

TIME _____ PLACE _____

ESTIMATED ATTENDANCE _____

NOT REQUIRED

BAR TIME _____ PLACE _____

ESTIMATED ATTENDANCE _____

NOT REQUIRED

Food and beverage prices guaranteed six months prior to function.
All food and beverage prices are subject to state tax and 17% service charge.

TELEPHONE ACCESS? ☐ YES ☐ NO

ELECTRICAL REQUIREMENTS

(MUST BE PROVIDED TWO (2) WEEKS PRIOR TO FUNCTION).



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CATERING BOOKING AGREEMENT/ BANQUET EVENT ORDER

REVISED 12/2/92

ORGANIZATION NEW BRITAIN CONFERENCE OF WOMEN BAPTIST IN AM FILE # 4-100
NAME OF FUNCTION 60 CYCLES ANNUAL CONFERENCE
CONTACT DAVID COVILLO TITLE CO-CHAIRPERSON
ON SITE CONTACT ANN L. SMITH JR. DAVID TITLE CO-CHAIRPERSON
ADDRESS 655 FAIRFIELD BLVD
CITY WATERBURY STATE CT ZIP 06006
BUS. PHONE 872-6258 DAVID FAX RES. PHONE 193-3907 ANNA
DEPOSIT AMOUNT \$1000.00 DUE DATE 12/7/92 PAYMENT PROCEDURE CHECK OR CASH

SIGNED CONTRACT MUST BE RETURNED WITH DEPOSIT BY DUE DATE TO CONFIRM FUNCTION.

FUNCTION DATE FRIDAY, JANUARY 1, 1993

7:00 PM - 11:00 PM - TALENT SHOW - CO. HALLS 400

- 100' x 100' ONLY TO HALL CAPACITY
- 10' x 15' STAGE
- 4 STANDING MICROPHONES
- 100' x 100'
- NO SINKING

7-8

Table, 4 Chair, Podium
MIC

Then we will remove
+ set up Talent show

MENU TIME PLACE

ESTIMATED ATTENDANCE

NOT REQUIRED

MENU SELECTION DUE

FINAL GUARANTEE DUE

HORS D'OEUVRES

TIME PLACE

ESTIMATED ATTENDANCE

NOT REQUIRED

BAR

TIME 7:00 PM - 11:00 PM PLACE CO. HALLS 400

ESTIMATED ATTENDANCE 200 p.

NOT REQUIRED

NOT REQUIRED

Food and beverage prices guaranteed six months prior to function.

All food and beverage prices are subject to state tax and 17% service charge.

TELEPHONE ACCESS? ☐ YES ☐ NO

ELECTRICAL REQUIREMENTS

(MUST BE PROVIDED TWO (2) WEEKS PRIOR TO FUNCTION).



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CATERING BOOKING AGREEMENT/ BANQUET EVENT ORDER

REVISED 12/2/92

ORGANIZATION NEW ENGLAND CONFERENCE OF YOUNG PEOPLE IN AA FILE # A-402
NAME OF FUNCTION NECYPAA ANNUAL CONFERENCE
CONTACT DAVID SCHULTZ TITLE CO-CHAIRPERSON
ON SITE CONTACT ANNA SMYTH OR DAVID TITLE CO-CHAIRPERSON
ADDRESS 655 TALCOTTVILLE RD #13
CITY VERNON STATE CT ZIP 06066
BUS. PHONE 872-8258(DAVID) FAX _____ RES. PHONE 589-3803(ANNA)
DEPOSIT AMOUNT \$1,000.00 DUE DATE 12/7/92 PAYMENT PROCEDURE DIRECT BILL

SIGNED CONTRACT MUST BE RETURNED WITH DEPOSIT BY DUE DATE TO CONFIRM FUNCTION.

FUNCTION DATE SATURDAY, JANUARY 2, 1993

6:00 pm - 8:00 pm - DINNER - GRAND BALLROOM

- SET ROUNDS OF 3P. FOR 150/300p. IN DEF
- DANCEFLOOR/DJ SET-UP(EXTRA SPACE AROUND DANCEFLOOR)
- THEATRE SEATING FOR 200 IN C FACING SALON E
- STANDING POTLUM/MIC ON RISERS IN SALON E
- NO SMOKING

8:00 pm - 10:00 pm - MEETING - GRAND BALLROOM

10:00 pm - 2:00 am - DANCE - GRAND BALLROOM

POOL OPEN 8:00 am - 12:00 am

MENU

TIME 6:30pm PLACE GR. BLRM
SERVE QUICKLY
ESTIMATED ATTENDANCE 150/300p.

Fresh Fruit Cup (Preset)
Garden Salad
Chicken Francaise @ \$22.26(Incl)
Chef's Choice of Vegetable/
Starch
Carrot Cake
Coffee/tea/decaffeinated

MENU SELECTION DUE _____

FINAL GUARANTEE DUE 12/28/92

HORS D'OEUVRES

TIME _____ PLACE _____

ESTIMATED ATTENDANCE _____

NOT REQUIRED

Food and beverage prices guaranteed six months prior to function.
All food and beverage prices are subject to state tax and 17% service charge.

TELEPHONE ACCESS? ☐ YES ☐ NO

ELECTRICAL REQUIREMENTS

(MUST BE PROVIDED TWO (2) WEEKS PRIOR TO FUNCTION).

BAR

TIME _____ PLACE _____

ESTIMATED ATTENDANCE _____

NOT REQUIRED



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CATERING BOOKING AGREEMENT/ BANQUET EVENT ORDER

REVISED 12/2/92

ORGANIZATION NEW ENGLAND CONFERENCE OF YOUNG PEOPLE IN AA FILE # A-402
NAME OF FUNCTION NECYPAA ANNUAL CONFERENCE
CONTACT DAVID SCHULTZ TITLE CO-CHAIRPERSON
ON SITE CONTACT ANNA SMYTH OR DAVID TITLE CO-CHAIRPERSON
ADDRESS 655 TALCOTTVILLE RD #13
CITY VERNON STATE CT ZIP 06066
BUS. PHONE 872-8258(DAVID) FAX RES. PHONE 589-3803(ANNA)
DEPOSIT AMOUNT \$1000.00 DUE DATE 12/7/92 PAYMENT PROCEDURE DIRECT BILL

SIGNED CONTRACT MUST BE RETURNED WITH DEPOSIT BY DUE DATE TO CONFIRM FUNCTION.

FUNCTION DATE SUNDAY, JANUARY 3, 1993

MENU

TIME _____ PLACE _____

ESTIMATED ATTENDANCE _____

9:00 am - 1:00 pm - HEADQUARTERS - PRIVATE DINING RM

SET 4 -8ft REG TABLES WITH 3 CHAIRS EACH

GARDEN CAFE
BREAKFAST ON OWN

9:00 am - MARATHON MEETING END - LITCHFIELD/MIDDLEBURY RM

10:00 am - 12:00 pm - SPIRITUAL SESSION - SALON CDEF

- SET THEATER STYLE FOR 500/700p.
- STANDING PODIUM/MIC ON RISERS IN SALON E
- HEADTABLE FOR 4 PEOPLE ON RISERS
- NO SMOKING

MENU SELECTION DUE _____

FINAL GUARANTEE DUE _____

HORS D'OEUVRES

TIME _____ PLACE _____

ESTIMATED ATTENDANCE _____

NOT REQUIRED

Food and beverage prices guaranteed six months prior to function.
All food and beverage prices are subject to state tax and 17% service charge.

BAR

TIME _____ PLACE _____

ESTIMATED ATTENDANCE _____

TELEPHONE ACCESS? ☐ YES ☐ NO

ELECTRICAL REQUIREMENTS

(MUST BE PROVIDED TWO (2) WEEKS PRIOR TO FUNCTION).

NOT REQUIRED



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CATERING BOOKING AGREEMENT/ BANQUET EVENT ORDER

REVISED 12/2/92

ORGANIZATION NEW ENGLAND CONFERENCE OF YOUNG PEOPLE IN AA FILE # 000002
NAME OF FUNCTION DECYMA ANNUAL CONFERENCE
CONTACT DAVID SCHULTZ TITLE CO-CHAIRPERSON
ON SITE CONTACT ANNA SMITH OR DAVID TITLE CO-CHAIRPERSON
ADDRESS 685 TALCOTTVILLE RD#10
CITY VERNON STATE CT ZIP 06060
BUS. PHONE 872-0286 (DAVID) FAX _____ RES. PHONE 869-3703 (ANNA)
DEPOSIT AMOUNT \$1,000.00 DUE DATE 12/7/92 PAYMENT PROCEDURE DIRECT BILL
*SEE BELOW

SIGNED CONTRACT MUST BE RETURNED WITH DEPOSIT BY DUE DATE TO CONFIRM FUNCTION.

FUNCTION DATE FRIDAY, JANUARY 1, 1993

9:00AM (24 HR. BASIS) - REGISTRATION - FOR
4 - 8FT REG TABLES WITH 3 CHAIRS EACH/7 EASELS

*POOL OPEN (24 HR. BASIS) - HOSPITALITY - ROSE ROOM
BACK OF ROOM SET AS IS (BANQUETTES/BOOTHES)

9:00AM - 5:00PM - MEETING - PROSPECT/WATERTOWN
SET THEATER STYLE TO MAXIMUM

12:00PM - 2:00PM - GENERAL SESSION - SALON GOLF
SET THEATER STYLE FOR 500/700PP
POSITION/MICROPHONE IN ISLERS
HEADTABLE FOR 4 PEOPLE OR RESERVES/NO SMOKING

2:00PM - 6:30PM - BREAKFASTS - SALON AD/WOODBURY
SET SALON AS FOR 150P. THEATER STYLE
WOODBURY FOR 100P. THEATER STYLE
POSITION/MICROPHONE/WATER STATION
SPEAKERS TABLE WITH 2 CHAIRS IN EACH ROOM

12:00PM (24 HR. BASIS) - REGISTRATION MEETING -
LITCHFIELD/MIDDLEBURY

SET THEATER STYLE FOR ~~15~~ PEOPLE
SPEAKERS TABLE WITH 2 CHAIRS (EXTRA AS/TRAYS-
LITCHFIELD)

10 AM.

~~12:00PM~~ (24 HR. BASIS) - ALANOR/ALATEEN - SUITES
SET THEATER STYLE TO MAXIMUM 210/419

*POOL OPEN 8:00AM - 12:00AM

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TELEPHONE ACCESS? ☐ YES ☐ NO

ELECTRICAL REQUIREMENTS

(MUST BE PROVIDED TWO (2) WEEKS PRIOR TO FUNCTION).

MENU

TIME _____ PLACE _____

ESTIMATED ATTENDANCE _____

GARDEN CAFE - GROUP ON OWN FOR BREAK-
FAST, LUNCH & DINNER
BREAKFAST - A LA CARTE FOOD SALES TO
INCLUDE FRESH WHOLE FRUIT
LUNCH - SANDWICH SALES
DINNER - SPECIAL DIFFET OR ENTREES?
TO BE DETERMINED

MENU SELECTION DUE _____

FINAL GUARANTEE DUE _____

HORS D'OEUVRES

TIME _____ PLACE _____

ESTIMATED ATTENDANCE _____

NOT REQUIRED

BAR

TIME _____ PLACE _____

ESTIMATED ATTENDANCE _____

NOT REQUIRED