



INVOICE

Invoice #: 890-65-65-418
Due Date: 7/4/2022
Bill To: Tyler Kennedy
 Carolina Geological Society
 7524 Blue Ridge Point
 Henderson, NC 27458
Event(s): Carolina Geological Society Annual Meeting
Event Unique ID: 890-65-65-1

Rental Charges								
Date	Time	Room	Description	Qty	Rate	Discount	Disc	Subtotal
Fri, 7/1/2022	06:00 AM - 06:00 PM	Meeting Room 1+2+3	Carolina Geological Society Annual Meeting	1 Day	\$450.00	\$45.00		\$405.00
Thu, 6/30/2022	06:00 AM - 11:59 PM	Meeting Room 1+2+3	Carolina Geological Society Annual Meeting	1 Day	\$450.00	\$0.00		\$450.00
Rental Total					\$900.00	\$45.00		\$855.00

Thu, 6/30/2022				
Event-Wide Details				All Day
Fees				
Time	Item	Qty	Rate	Subtotal
	Event Insurance (up to 250 ppl)	1	\$200.00 / Each	\$200.00
Fees Total				\$200.00

Operations				
Time	Item	Qty	Rate	Subtotal
	Internet: Wifi	1	\$1,000.00 / Day	\$1,000.00
Operations Total				\$1,000.00

Parking				
Time	Item	Qty	Rate	Subtotal
	Daily Parking Voucher	50	\$25.00 / Day	\$1,250.00
Parking Total				\$1,250.00

Security				
Time	Item	Qty	Rate	Subtotal
	Lost Key	1	\$200.00 / Each	\$200.00
Security Total				\$200.00

Decorator Move-In				6:00A - 12:00P
Parking				
Time	Item	Qty	Rate	Subtotal
5:30A-6:00P	Dock Attendant	1 x 12.500 Hours	\$25.00 / Hour	\$312.50
Parking Total				\$312.50

Move In				6:00A - 2:00P
Operations				
Time	Item	Qty	Rate	Subtotal
Standard Meeting Room Package				\$675.00
6:00A - 2:00P				
Att: 50				
	6'x18" Classroom Table	17		
	8'x30" Table	1		
	Floor Podium (Wooden)	1		
	Projector	1		
	Projector Screen: 7x12	1		
	Upholstered Chair	54		
	6'x18" Classroom Table	17		

8'x30" Table	1		
Floor Podium (Wooden)	1		
Projector	1		
Projector Screen: 7x12	1		
Upholstered Chair	54		
6'x18" Classroom Table	17		
8'x30" Table	1		
Floor Podium (Wooden)	1		
Projector	1		
Projector Screen: 7x12	1		
Upholstered Chair	54		
6'x8' Risers	4	\$20.00 / Each	\$80.00
8'x30" Table	2	\$22.00 / Each	\$44.00
Lapel Microphone	1	\$50.00 / Each	\$50.00
Projector	2	\$150.00 / Each	\$300.00
Projector Screen: 7x12	2	\$75.00 / Each	\$150.00
Sound System: House	1	\$150.00 / Each	\$150.00
Wireless Microphone	1	\$50.00 / Each	\$50.00
Operations Total			\$1,499.00

Security

Time	Item	Qty	Rate	Subtotal
	Room Recore	1	\$75.00 / Each	\$75.00
Security Total				\$75.00

All Day Beverages

2:00P - 6:00P

Food & Beverage

Time	Item	Qty	Rate	Subtotal
	Assorted Soda (Coke Products)	105	\$4.00 / Each	\$420.00
	Freshly Brewed Caffeinated Coffee	6	\$65.00 / Gallon	\$390.00
	Freshly Brewed Decaffeinated Coffee	2	\$65.00 / Gallon	\$130.00
Food & Beverage Total				\$940.00

Fri, 7/1/2022

Continental Breakfast

8:00A - 9:00A

Food & Beverage

Time	Item	Qty	Rate	Subtotal
	Good Morning Continental Breakfast	150	\$20.00 / Person	\$3,000.00
Food & Beverage Total				\$3,000.00

General Session

9:00A - 10:30A

Operations

Time	Item	Qty	Rate	Subtotal
	6'x8' Risers	4	\$20.00 / Each	\$80.00
	Lapel Microphone	1	\$50.00 / Each	\$50.00
	Projector	2	\$150.00 / Each	\$300.00
	Projector Screen: 7x12	2	\$75.00 / Each	\$150.00
	Sound System: House	1	\$150.00 / Each	\$150.00
	Wireless Microphone	1	\$50.00 / Each	\$50.00
Operations Total				\$780.00

All Day Beverages

9:00A - 5:00P

Food & Beverage

Time	Item	Qty	Rate	Subtotal
	Assorted Soda (Coke Products)	115	\$4.00 / Each	\$460.00
	Freshly Brewed Caffeinated Coffee	8	\$65.00 / Gallon	\$520.00

Freshly Brewed Decaffeinated Coffee	2	\$65.00 / Gallon	\$130.00
Food & Beverage Total			\$1,110.00

Breakout Session: Geohazards Pt. 2	10:30A - 12:00P
---	------------------------

Operations				
<i>Time</i>	<i>Item</i>	<i>Qty</i>	<i>Rate</i>	<i>Subtotal</i>
Standard Meeting Room Package				\$225.00
10:30A - 12:00P				
Att: 50				
	6'x18" Classroom Table	17		
	8'x30" Table	1		
	Floor Podium (Wooden)	1		
	Projector	1		
	Projector Screen: 7x12	1		
	Upholstered Chair	54		
Operations Total				\$225.00

Breakout Session: Geomorphology	10:30A - 12:00P
--	------------------------

Operations				
<i>Time</i>	<i>Item</i>	<i>Qty</i>	<i>Rate</i>	<i>Subtotal</i>
Standard Meeting Room Package				\$225.00
10:30A - 12:00P				
Att: 50				
	6'x18" Classroom Table	17		
	8'x30" Table	1		
	Floor Podium (Wooden)	1		
	Projector	1		
	Projector Screen: 7x12	1		
	Upholstered Chair	54		
Operations Total				\$225.00

Breakout Session: Viticulture & Climatology	10:30A - 12:00P
--	------------------------

Operations				
<i>Time</i>	<i>Item</i>	<i>Qty</i>	<i>Rate</i>	<i>Subtotal</i>
Standard Meeting Room Package				\$225.00
10:30A - 12:00P				
Att: 50				
	6'x18" Classroom Table	17		
	8'x30" Table	1		
	Floor Podium (Wooden)	1		
	Projector	1		
	Projector Screen: 7x12	1		
	Upholstered Chair	54		
Operations Total				\$225.00

Lunch - Boxed Lunches	12:00P - 1:00P
------------------------------	-----------------------

Food & Beverage				
<i>Time</i>	<i>Item</i>	<i>Qty</i>	<i>Rate</i>	<i>Subtotal</i>
	Chicken Salad Sandwich	75	\$21.00 / Person	\$1,575.00
	Grilled Veggie Wrap	25	\$21.00 / Person	\$525.00
	Ham & Cheese Sandwich	50	\$21.00 / Person	\$1,050.00
Food & Beverage Total				\$3,150.00

ROOM FLIP to Setup #2	12:00P - 1:00P
------------------------------	-----------------------

Operations				
<i>Time</i>	<i>Item</i>	<i>Qty</i>	<i>Rate</i>	<i>Subtotal</i>
	Changeover Fee	1	\$250.00 / Day	\$250.00
	Presentation Clicker	1	\$20.00 / Each	\$20.00
	Projector	1	\$150.00 / Each	\$150.00

Projector Screen: 7x12	1	\$75.00 / Each	\$75.00
Operations Total			\$495.00

Vendor Load out	2:00P - 6:00P
------------------------	----------------------

Parking

Time	Item	Qty	Rate	Subtotal
1:00P-9:00P	Dock Attendant	1 x 8 Hours	\$25.00 / Hour	\$200.00

Parking Total **\$200.00**

Afternoon Break	2:30P - 3:15P
------------------------	----------------------

Food & Beverage

Time	Item	Qty	Rate	Subtotal
	Wellness Break	100	\$22.00 / Person	\$2,200.00

Food & Beverage Total **\$2,200.00**

Department Totals

Department	Subtotal	Discounts	Svc Charge	Tax	Total
Fees	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Food & Beverage	\$10,400.00	\$0.00	\$2,496.00	\$858.00	\$13,754.00
Operations	\$4,449.00	\$0.00	\$0.00	\$16.83	\$4,465.83
Parking	\$1,762.50	\$0.00	\$0.00	\$0.00	\$1,762.50
Security	\$275.00	\$0.00	\$0.00	\$0.00	\$275.00

Totals

Event Charges Subtotal	\$17,986.50
Less Discounts	(\$45.00)
10% Discount	(\$45.00)
Discounted Subtotal	\$17,941.50
Service Charges	\$2,496.00
F&B Service Charge	\$2,496.00
Tax	\$874.83
Sales Tax (8.250%)	\$874.83
TOTAL	\$21,312.33
Less Deposits	
12/1/2022 INV #890-65-65-291 (Standard Deposit)	(\$10,456.16)
12/1/2022 INV #890-65-65-290 (Standard Deposit)	(\$10,456.17)
BALANCE DUE	\$228.08

PAYMENT INFORMATION

Check	ACH/Wire Transfer
Please make checks payable to: INSERT PAYEE INFO HERE	Bank Name: BANK NAME HERE
	Bank Address: BANK ADDRESS 1
	BANK CITY, ST ZIP
Credit Card	Account Name: VENUE NAME
INSERT CREDIT CARD PAYMENT DETAILS HERE	Account Number: BANK ACCOUNT NUMBER
	ABA Routing Number: BANK ABA ROUTING NUMBER
	ACH Routing Number: BANK ACH ROUTING NUMBER
	Swift Code: BANK SWIFT CODE