



Montgomery High School Reunion

Saturday, September 13,
2025

PROPOSAL

ACCOUNT: Chris Jones

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EVENT SUMMARY

| Name | Date | Time | Areas | Event Type | Guests |
|--------------------------------|-----------|--------------------|----------------------|------------|--------|
| Montgomery High School Reunion | 9/13/2025 | 5:00 pm – 10:00 pm | Iron & Vine Ballroom | Dinner | 100 |

Price Total

TIMELINE

TIME TBD | Floral & Decor /Set Up

4:00 pm | Client Arrival / Set Up

5:00 pm | Guest Arrival, Non Hosted Bar Open

6:15 pm | Buffet Ready

7:30 PM | Slideshow / Festivities

9:15 pm | Last Call for Bar Closes | Close bar at 9:30 pm per client

10:00 pm | Guests Depart

PACKAGE INCLUSIONS

Price Total

EVENT INCLUSIONS: Private event space with indoor and outdoor space, Italian String Lights on the event terrace, tables, chairs, china, glass, silver and basic linen, in-house

audio visual including microphones, projector, screen, podium and portable speaker, set up and breakdown of event owned items, diagram creation by the venue with client input
 Waived venue fee with the required food & beverage minimum

FOOD

| | | Price | Total |
|-----|---|------------|------------|
| | Food & Beverage Minimum: A minimum of \$4,000 must be spent in combined food, beverage, & bar fee. Service charge, tax, gratuity, venue fee (if applicable), and other set up items do not count toward the minimum. The minimum is reduced from the typical \$7,500 minimum requirement for a Saturday. | \$4,000.00 | |
| | APPETIZERS <i>Passed</i> | | |
| 100 | Wild Mushroom Puff Pastry Thyme Cream | \$6.00 | \$600.00 |
| 100 | Ancho Chicken Confit Blue Corn Tostada, Cilantro Crema GF | \$6.00 | \$600.00 |
| 100 | Heritage Pork Belly Soy Ginger Glaze, Furikake GF | \$6.00 | \$600.00 |
| 100 | Roasted Tomato Bruschetta Whipped Chevre, Sourdough Crostini | \$6.00 | \$600.00 |
| | APPETIZER STATIONS | | |
| 100 | Charcuterie Board | \$15.00 | \$1,500.00 |
| | DESSERT <i>Stationed</i> | | |
| 75 | Assorted Cookies Choose 2: <i>*Ok to do cookies for 25% less than guest count*</i> | \$6.00 | \$450.00 |
| | Chocolate Chunk & Peanut Butter Chocolate | | |

BEVERAGE

| | | Price | Total |
|---|--|----------|----------|
| | BEVERAGE MENU | | |
| 1 | Soft Beverage Station: Coffee & Tea (Included with appetizers) | | |
| 1 | FULL NON HOSTED EVENT BAR \$150 A Bar Fee applies for non-hosted bars | \$150.00 | \$150.00 |
| | | Price | Total |
| | EVENT SET UP | | |

Room Set Up: See Diagram TBD

Open Seating OR Assigned TBD

| | | | |
|---|----------------------|----------|----------|
| 1 | Dance Floor: 12 X 15 | \$250.00 | \$250.00 |
|---|----------------------|----------|----------|

Decorations: Client will have some decor

Dessert Table - TBD See diagram

Venue Owned Chalk Board Sign "Welcome SRHS Class of 85"
(Or other writing TBC)

AV/ MUSIC / ENTERTAINMENT

Venue provided projector and screen, microphone and podium | client provided laptop

Photo Booth: See diagram TBD

Music: DJ Provided

LINENS

Table Linen: White, Ivory or Black

Napkins: White, Ivory or Black

Napkin Fold: TBD

TABLE SETTINGS

Glassware Set Up | TBD

Centerpieces: TBD with venue owned gold votive candles

Additional Charge for Event Overtime: Please note that if any of your guests exceed the designated timeframe outlined in the event order document, a fee of \$500 per hour will be charged. Events at Iron & Vine must end at 10pm

ESTIMATED BILLING

| | | | Total |
|---|-------|--|------------|
| Food | | | \$4,350.00 |
| Facility Rental | | | \$400.00 |
| Subtotal | | | \$4,750.00 |
| Mandatory Surcharge | 22.0% | | \$1,045.00 |
| Sales Tax | 10.0% | | \$579.50 |
| Gratuuity *TBD, At client discretion, 10% is only a suggestion* | 10.0% | | \$435.00 |
| Venue Fee *WAIVED \$1,000 VALUE for event space / \$2,500 Value for an entire buyout* | | | \$0.00 |
| Grand Total | | | \$6,809.50 |

| | | |
|---------------------------------|------------------|----------------------------|
| Estimated Amount Due | | \$5,559.50 |
| F&B Minimum | \$4,000.00 Total | |
| | -\$4,000.00 Met | |
| Deposit (Credit Card 2689 Visa) | | Paid 2/12/2025 -\$1,250.00 |