

Eastpointe Country Club

PROPOSAL

13535 Eastpointe Blvd.
 Palm Beach Gardens, FL 33418
 (P) 561.626.6860 (F) 561.625.7907

DATE: September 18, 2023
 INVOICE #
 FOR: 12/14/2023
 Holiday Party

INVOICE:
 Caitlin Copeland with Town of Juno Beach

| Quantity | Description | Per Person | Total |
|----------|--|-------------------|--------------------|
| 60 | Little Italy Buffet | \$ 32.00 | \$ 1,920.00 |
| | Caesar's Favorite Classic Caesar Salad Fresh Sliced of Tomato with Mozzarella with Assorted Bruschetta's and Crostini Taste of Florence Live Action Pasta Station Two Pastas Grilled Chicken & Italian Sausage Marinara, Alfredo and Pesto Sauces, Assorted Fresh Vegetables, Garlic Bread, Rolls & Freshly Grated Parmesan Cheese and Crushed Red Pepper <i>Enhancement Choose of ONE from Below</i> Chicken Parmesan Italian Meatballs Baked Ziti Primavera Creamy Garlic Tuscan Shrimp Desserts Mini Cannolis, Mini Cheesecake and Tiramisu | | |
| 60 | 3-Hr Service of Premier Beer, Wine and Spirit Selections | \$ 30.00 | \$ 1,800.00 |
| 1 | Valet (Under 100 Guests) *Required* | \$250.00 | \$250.00 |
| 1 | Room Rental | \$500.00 | \$500.00 |
| | | | |
| | | | |
| 1 | Service Charge | 22% | \$ 983.40 |
| 1 | Sales Tax (EXEMPT - PROVIDED FORM) | 0% | \$ - |
| | | | |
| | | | |
| | EVENT TOTAL | | \$ 5,453.40 |
| | | | |
| | | Total Due: | \$ 5,453.40 |

3% Processing Fee for Card Payments
 3%

\$163.60

\$ 5,617.00



Caitlin Copeland <ccopeland@juno-beach.fl.us>

RE: Juno Beach Council/Employee Holiday Party

1 message

Kaela Strelec <kstrelec@eastpointe-cc.com>
To: Caitlin Copeland <ccopeland@juno-beach.fl.us>

Tue, Sep 19, 2023 at 9:59 AM

Hi Caitlin,

1. Yes! In your room rental, the following is included: Floor Length Polyester White OR Black Linen, Your Color Choice of Polyester Linen Napkin, Tables & House Chairs, White China and Glassware/Silverware, Setup and Breakdown Time, and Service Staff & Personal Bartender(s). In-house décor is limited – if you have inspiration photos, I can absolutely check our supply closet and provide you with the closest options.
2. Final payment on the day of the event is perfectly fine! Our contract is structured for installment payments (weddings/mitzvah's usually benefit from this most) but we do allow final payments in full the day of the event.
3. The deposit that's required to hold the date is 25% of your anticipated Food & Beverage costs, this is on the day of the contract signing. Being that your event is in December, you would fall into next tier of deposit which is 50% of the F&B costs. I would be okay with accepting the 25% at the time of contract signing and then having you settle up the final bill the day of the event, if that's easier than installment payments. Based on the current proposal, your F&B costs are \$3,720 so the 25% deposit would be \$930.00.

I hope this helps answer your questions! 😊

Kaela Strelec
Catering Manager | Eastpointe Country Club
13535 Eastpointe Blvd. | Palm Beach Gardens, FL 33418
t. 561.657.4291 | f. 561.202.8729
Email | Website | Facebook

Twitter | Instagram | LinkedIn

From: Caitlin Copeland <ccopeland@juno-beach.fl.us>
Sent: Tuesday, September 19, 2023 9:48 AM
To: Kaela Strelec <kstrelec@eastpointe-cc.com>
Subject: Re: Juno Beach Council/Employee Holiday Party

I do have a couple of additional quick questions:

- 1) Are utensils/tables/chairs/linens/decor included?
- 2) Is it ok to pay on the day of the event with a check?
- 3) Is a deposit required to hold the date? If so, how much?

Thank you,