

Function Agreement

The Classic City Hilton Garden Inn

390 East Washington Street, Athens, GA 30601
Phone 706-353-6800 Fax 706-353-6807

Organization LinkedIn
Contact Person Sean Cook
Address 110 Lake Street
Athens, GA 30601

Start Date of Meeting 05/16/2011
Sales Manager Kim Barnett
Telephone 706-363-0539
Fax
Today's Date 04/29/2011

Function Room Assignments are not guaranteed.

Date	Time	Room	Event	Set-up	#PPL	Fee
05/16/2011	08:00 AM - 01:00 PM	Dogwood	General Session	Classroom	30	250

Billing Information

Method of Payment

Credit Card # Expiration Cardholder .

Authorized Signature Menu Due Date 04/16/2011

Deposit Required \$250 Deposit Due Date 05/06/2011 Guaranteed Count Due 05/13/2011

Special Billing/Instructions

If all terms and conditions meet with your approval, please sign and return one copy of this agreement for our records by 05/06/2011. Your signature will convert these arrangements from a TENTATIVE to a DEFINITE status. If this confirmation is not returned by the above date, the hotel reserves the right to release the meeting room and cancel this booking.

Hotel Representative

Name

Title

Date

Signature

Client Representative

Name

Title

Date

Signature