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**The Downtown Hotel**  
123 Main Street, Chicago, IL 60601  
Phone: (212) 555-5555

**Booking Check**

<b>Account:</b>	Platinum Industries	<b>Event Dates:</b>	March 17, 2025 - March 18, 2025
<b>Group Name:</b>	PI Quarterly Meeting	<b>Contact:</b>	Jack Price
<b>Address:</b>	123 Platinum Way Chicago, Illinois 60601 United States	<b>Phone:</b>	(312) 123-1234
		<b>Email:</b>	jack@pi.com
		<b>Onsite Contact:</b>	Claudia Vanderbilt
		<b>Onsite Mobile:</b>	(312) 123-8888
		<b>Sales Manager:</b>	Jenny Lee

Date	Time	Room	Function	Setup	AGR	GTD	BEO #
Tue, 3/18/2025	7:00 AM - 8:00 AM	Salon A	Breakfast	Rounds of 10	40	40	30
Tue, 3/18/2025	8:00 AM - 5:00 PM	Salon B	Meeting	Theatre	40	40	30
Tue, 3/18/2025	12:00 PM - 1:00 PM	Salon A	Lunch	Existing	40	40	30

Monday, March 17, 2025							
Guestroom							
Qty	Name	Value	Subtotal	Combined Tax	Admin	Gratuity	Total
5	Deluxe Double Queen (D)	\$140.00	\$700.00	\$84.00	\$0.00	\$0.00	\$784.00
10	Run of House (S)	\$110.00	\$1,100.00	\$132.00	\$0.00	\$0.00	\$1,232.00
10	Run of House (D)	\$120.00	\$1,200.00	\$144.00	\$0.00	\$0.00	\$1,344.00
10	Run of House (T)	\$130.00	\$1,300.00	\$156.00	\$0.00	\$0.00	\$1,456.00
10	Run of House (Q)	\$140.00	\$1,400.00	\$168.00	\$0.00	\$0.00	\$1,568.00
<b>Daily Total</b>							
			<b>Subtotal</b>	<b>Combined Tax</b>	<b>Admin</b>	<b>Gratuity</b>	<b>Total</b>
Guestroom			\$5,700.00	\$684.00	\$0.00	\$0.00	\$6,384.00

Tuesday, March 18, 2025							
Event							
Qty	Name	Value	Subtotal	Combined Tax	Admin	Gratuity	Total
40	Continental Breakfast	\$20.00	\$800.00	\$96.00	\$40.00	\$136.00	\$1,072.00
1	Lapel Microphone	\$72.99	\$72.99	\$8.76	\$3.65	\$14.60	\$100.00
1	LCD Projector	\$267.86	\$267.86	\$32.14	\$0.00	\$0.00	\$300.00
0	Meeting Table Setup	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40	Deli Lunch Buffet	\$25.00	\$1,000.00	\$120.00	\$50.00	\$170.00	\$1,340.00
1	Salon B	\$500.00	\$500.00	\$60.00	\$25.00	\$0.00	\$585.00
<b>Daily Total</b>							
			<b>Subtotal</b>	<b>Combined Tax</b>	<b>Admin</b>	<b>Gratuity</b>	<b>Total</b>
Event			\$2,640.85	\$316.90	\$118.65	\$320.60	\$3,397.00

Summary All Charges						
	Subtotal	Combined Tax	Admin	Gratuity	Total	
Guestroom	\$5,700.00	\$684.00	\$0.00	\$0.00	\$6,384.00	

Customer Approval

Date

The Downtown Hotel Approval

Date  
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Date Printed: 8/12/2020



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Package	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Event	\$2,640.85	\$316.90	\$118.65	\$320.60	\$3,397.00
Subtotal	\$8,340.85	\$1,000.90	\$118.65	\$320.60	\$9,781.00
Less Deposit					\$850.00
<b>Grand Total</b>					<b>\$8,931.00</b>

Summary Breakdown		
Taxes, Gratuities, and Administrative Charges Summary		
State Sales Tax	8.00%	\$667.27
County Sales Tax	4.00%	\$333.63
Administrative Charge	5.00%	\$118.65
Gratuity Charge	17.00%	\$306.00
Gratuity Charge	20.00%	\$14.60
<b>Subtotal</b>		<b>\$1,440.15</b>

Deposit Summary		
Payment, USD 100.00	(\$100.00)	
Payment, USD 750.00	(\$750.00)	
<b>Subtotal</b>		<b>(\$850.00)</b>

Customer Approval \_\_\_\_\_ Date \_\_\_\_\_

The Downtown Hotel Approval \_\_\_\_\_ Date \_\_\_\_\_