

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Douglas R. Olsen
County Counsel

SUBJECT: District Attorney Payable

<p>Background: Approval is sought for a payable for costs for the regional child abuse conference. The payable is before the Board for approval due to the amount. This cost will be reimbursed through grants and attendance fees.</p>	<p>Requested Action: Approve payable to Wildhorse Resort in the amount of \$17,074.92</p>
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ATTACHMENTS: Payable

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Budget (copy)
- () Fiscal
- (X) Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: May 23, 2023

Action taken:



BANQUET EVENT ORDER

Group Name: Umatilla County District Attorneys Office
 Post As: Umatilla County District Attorneys Office
 Contact: Jaclyn Jenkins Site Contact: Jaclyn Jenkins
 Address: 216 Se 4Th St
 Pendleton, OR 97801
 Phone: (541)278-6270
 Manager: Andrea Decker

From			To	Function	Room	Room Rent	Min Gtd.	Set
Fri	04/28/2023	07:00AM	05:00P M	Meeting	COLUMBIA/SNAKE		130	133

\$10.00 per person

\$6,054.00

Setup

Existing set up

Audio Visual

Existing set up

Beverage Requirements

Split beverages like Thursday

Miscellaneous

8am-9am
 9am-12pm
 1pm-2pm
 2pm-4:30pm
 4:30-4:45pm

Billing Information

Total Gratuity: \$1089.72

TOTAL DUE: \$7,143.72

ALL CHARGES ARE SUBJECT TO A 18% SERVICE CHARGE. ALL LODGING/MEETING ROOMS SUBJECT TO A 9% TRIBAL TAX. Final guarantee required three (3) business days in advance of the estimated figure above, or it will become the final guarantee. If the attendance falls below minimum guarantee number, the customer will be charged for the minimum guaranteed amount. For cancellation policy please refer to the Rental Contract.

Approval Signature: _____ Date: _____

Hotel Representative: _____ Date: _____



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46510 Wildhorse Blvd - Pendleton, OR 97801 - 800-654-9453 - 541-278-2274

Guest Name: Group Master Umatilla County District Attor
Umatilla County District Attorneys Office
216 Se 4Th St
Pendleton, OR 97801 USA

Room #: GROUP
Folio#: RWRC141FBF -
Group #: 18518
Guests: 0
Clerk:

Arrive: 04/24/23 Time: 04:51 AM Depart: 05/11/23 Time: 09:28:56 Stat: FOL

Date	Description	Comment		Amount
02/27/23	PAY VISA	*****2026 645294	10:35:14	\$1,100.00-
04/28/23	BANQUETS	BEO 1-19593	14:01:24	\$200.00
04/28/23	BANQUETS	BEO 1-19596	14:01:33	\$200.00
04/28/23	BANQUETS	BEO 1-19597	14:02:47	\$200.00
04/28/23	BANQUETS	BEO 1-19598	14:03:47	\$7,619.84
04/28/23	BANQUETS	BEO 1-19599	14:08:00	\$7,443.72

AMOUNT DUE \$14,563.56

SIGNATURE _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. If for any reason the credit card company does not make payment on this account, I will owe Wildhorse Resort & Casino such amount.



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Thu	04/27/2023	07:00AM	06:00PM	Meeting	COLUMBIA/SNAKE		130	133

\$6288.00

Setup
19 tables, Crescent seating, 7 per table Row 1, four tables, rows 2, 3, 4 five tables Buffet Line along airwall 2 tables under each screen for prizes Centerpieces-glass cylinders, blue angel tears-group will bring pinwheels to place inside White linens royal blue napkins Table on stage with two chairs 2 bistro tables at entrance of Columbia for sign ups 1 8 ft skirted table in the hallway between gaming and the compliance hallway for raffle items

Audio Visual
Podium/Mic on stage 2 lapel mics Connection to screen, client provides laptop Power around room for tables just wherever possible

Beverage Requirements
Please split beverages to serve in Tucannon Palouse

Miscellaneous
Group is using the Registration cage for event. They plan to come in Wednesday night to store things in the cage and do some prep. Wednesday after ICAC, please have 6 easels ready to stage in Tucannon Palouse for Thursday morning and one station top sign. Group Sales can assist in placement of easels for directional purposes. We have pre-determined designated places for these signs.

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- 8am-10:45am
- 11am-12:30pm
- 1:30pm-2:30pm
- 2:30pm-4:30pm
- 4:30pm-5:30pm

Billing Information
Total Gratuity: \$1,131.84
TOTAL DUE: \$7,419.84

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