



DATE: February 24, 2014

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Bidders
SUBJECT: Addendum No. 1
PROJECT NAME: Professional Services - Renaissance Center Banquet Operation
Comprehensive Business Plan
JJC PROJECT NO.: R14001

Acknowledge receipt of this addendum as instructed on the final page. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

Additional bidding requirements:

1. The revised due date for all proposals is: **Friday, February 28, 2014 at 2:00pm**
2. All proposals must be submitted to the address below clearly marked **Professional Services - Renaissance Center Banquet Operation Comprehensive Business Plan**. Emailed and faxed proposals cannot be accepted.

Janice Reedus
Director of Business & Auxiliary Services
Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

3. **Blackout Period:** After the College has advertised for proposals, no pre-proposal consultant shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of specifications, clarification of bid submission requirements or any information pertaining to probed conferences. Such consultants making such request shall email Janice Reedus, Director of Business & Auxiliary Services, at purchasing@jjc.edu. No consultant shall visit or contact any College officers or an employee until after the proposal is awarded, except in those instances when site inspection is a prerequisite for the submission of a proposal. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective consultant in violation of this provision may cause the disqualification of such bidder's response.

Questions submitted by bidders:

1. Page 1: Could we have a breakdown of the 17,706 students by location?
The majority of our students attend classes at the Main Campus.

2. Page 2: The content of the business plan includes a statement: "Integration of Culinary Arts and Hospitality Program within the banquet operation" If the renovated Renaissance Center is to handle large events and the Culinary Arts and Hospitality Program is to move to the new City Center, how will this "integration into the banquet operation work?
We are seeking the expertise of a food services consultant to assist us with developing a plan to accomplish this objective.

One option that has been discussed is to utilize the meeting/dining Rooms as labs for students enrolled in the Hospitality Program.

3. When the Renaissance Center is reopened, will it only operate with outside caterers? Or will JJC foodservice staff continue to produce special events?
The current direction is to operate with outside caterers. We are open to recommendations/suggestions regarding other revenue-producing opportunities.

4. Could we have more of a description of what will be in the City Center? Will it include other retail venues? Other foodservice venues besides the restaurant?
The 10-story structure will house the college's culinary arts and hospitality programs as well as workforce development, GED/ESL training, and adult education programs. Please see the link below to the JJC website for more information.

[City Center Campus](#)

There are no plans for any retail venues other than JJC's Culinary Arts restaurant. This restaurant is slated to be open one day/week.

5. How large are the banquet spaces in the Renaissance Center now, and how will they change after the renovation?
See Attachment A for room capacity, fee, and square footage data.

6. How many seats are projected for the restaurant in the City Center?
This information will be provided to the selected consultant.

Financial History & Budgets

- a) Actual departmental budget or financial statements or P&L statements (with line item detail) for the last two (2) fiscal operating years.
See Attachment B

- b) Current Fiscal Year line item operating budget and y-t-d actual of revenue and expenses.
See attachment C

- c) If available, a chronological list of all events and attendance per event for the last 2 years

See Attachment D (Renaissance Center Events 2012-2013)

- d) A list of future tentative or confirmed events with estimated attendance

See Attachment E (Summary of Upcoming Events)

- e) We'd like copies of the settlement invoices from a sample of event types to see what services were provided, charges etc. Can you please provide 1 or 2 settlements per the following event types?

- 1) Conference or Meetings
- 2) Trade/public shows (includes any gated events)
N/A
- 3) Weddings
- 4) Non-profit events
- 5) *from* three (3) largest Banquets or Catered events

See attachment F (five (5) invoices)

7. Food and Beverage – Catering

- a) If available, can you please provide Per Capita information by event type for the last two years

- \$XX.XX per person for breakfast, lunch or dinner

- XX.XX per person for beverage sales

This information will be provided to the selected consultant.

- b) Sample Catering Contract/License

See Attachment G

- d) Any current sponsorship deals/ categories that would affect food service

None.

- e) Please provide a recent catering menu for reception/dinner, with pricing

Please see info on JJC website:

<http://www.jjc.edu/about/community-interests/renaissance-center/Pages/default.aspx>

8. Current Operations & Employees

We'd like to develop a better understanding of the current labor profile, which positions are faculty/staff plus all non-faculty full and part-time positions used to presently operate the facility. Can you please provide?

The Renaissance Center staff report into the Auxiliary Services department. The Executive Chef and Sous Chef for the center are also Auxiliary Services personnel and are not considered faculty. The Culinary Arts Department assigns their own faculty members to teach the Culinary Arts courses.

- a. Current Organizational Chart for all full and part-time positions of any ON SITE personnel, including faculty and student (leader) positions

Renaissance Center staffing:

Two Full-Time Staff:

- 1) Executive Chef***
- 2) Supervisor***

Part-time Staff

- 1) Sous Chef (Union)***
- 2) Six (6) Cooks***
- 3) Five (5) Utility Workers***
- 4) 27 Banquet Staff***
- 5) Six(6) Housemen***
- 6) Two (2) Restaurant Staff***
- 7) Admin Assistant***
- 8) Bookkeeper (Union)***

Effective, July 1, 2014 – staffing will consist of:

One (1) full-time supervisor

One part-time sous chef

Front of house and back of house part-time staff as needed for the seven (7) large social events (scheduled through the end of calendar year 2014).

Back of house staff will also be required to support Culinary Arts classes and two weekly events –weekly a la carte and Friday Night Out dinner.

- b. List of all current full time positions and salaries by position
See response to 8a.) above. Salary information will be provided to the selected consultant.
- c. Designation of which full-time employees are union (if any) and to which union they belong, in addition to copies of any collective bargaining agreements.
The two full-time employees are not part of a union.
- d. Copy (if available) of the employee benefit programs (summary plan description only)
This information will be supplied to the selected consultant if necessary.

- e. An explanation (if any) of service/task responsibilities of JCC staff or departments performing services for the facility (i.e. exterior landscaping, trash or snow removal etc.)

Please account how costs for these JCC services are budgeted/paid for within the Operation budget

Our Facilities Services staff provides custodial services for the Renaissance Center. JJC's Campus Police perform security duties. Associated expenses are included in each of the respective department's operating budget.

9. Third Party Services

- a) Parking – we'd appreciate an explanation of how parking works, fees (if any) charged/who collects, cleans etc. If outsourced, we'd appreciate a copy of the agreement

Renaissance Center guests secure their own parking either across the street from the Center, metered/open street parking, or host-provided valet parking.

- b) Copy of any security, IATSE or other third party agreements

N/A

10. F, F & E Inventory

- a) If available, is there a current list of all in-house F&B equipment and tools /inventory?

This information will be supplied to the selected consultant.

- b) An explanation or list of any equipment rented for events or seasonal use

No equipment is rented for events or seasonal use. Linens are rented on a weekly basis.

- c) If available, most recent Capital Expenditures and Repair Request/Plan or Budget

This information will be supplied to the selected consultant.

12. General Sales & Marketing / Sponsorship Agreements

- a. Is there a written booking policy for renting the Renaissance center?

Yes.

- b. Who is in charge of sales?

The Renaissance Center supervisor is in charge of sales as well as the front of the house operation. The Supervisor reports to the Director of Business The Administrative Assistant reports to the supervisor.

- c. Are there any recent/relative reports prepared by JCC that discuss marketing efforts, collaborations or economic impact?

This information will be supplied to the selected consultant.

- d. Are there any JCC 'master' agreements in place for the sale of sponsorships or advertising at either the facility or other campus locations?

No. We have not offered sponsorships in the past.

Please acknowledge receipt of this addendum by fax at the number listed below or by emailing back a signed copy of this page to: purchasing@jjc.edu Include your name, title, and company name in your acknowledgement email. Failure to do so could result in disqualification of your bid.

Issued by:

Janice Reodus
Director of Business & Auxiliary Services
Joliet Junior College

Phone: 815.280.6678

Fax: 815.280.6631

I acknowledge receipt of Addendum 1

Signature

Company Name

The historic Renaissance Center

Meeting Room Specifications and Rates

Amoco Room - \$100.00 Room Fee without food/\$85.00 with food service

Total Room - 26' x 16' = 415 sq. ft.
Tables & Chairs 28 people
Chairs only 59 people
Standing Room 139 people

Amerifed Room - \$250.00 Room Fee without food/\$150.00 with food service

Total Room - 30' x 50' = 1,536 sq. ft.
Tables & Chairs 102 people
Chairs only 219 people
Standing Room 500 people

East Side only - 30' x 29' = 870 sq. ft.

Tables & Chairs 49 people
Chairs only 124 people
Standing Room 290 people

West Side only - 30' x 20' = 600 sq. ft.

Tables & Chairs 49 people
Chairs only 86 people
Standing Room 200 people

Patio - \$400.00 Room Fee

Total Room - 35' x 35' = 1,280 sq. ft.
Tables & Chairs 85 people
Chairs only 182 people
Standing Room 426

Dining Room - \$175.00 Room Fee without food/\$100.00 with food service

Total Room - 34' x 34' = 1,146 sq. ft.
Tables & Chairs 77 people
Chairs only 165 people
Standing Room 358

With only exit maximum occupancy is 49 people

Napoleon Room - \$150.00 Room Fee without food/\$85.00 with food service

Total Room - 33' x 30' = 774 sq. ft.
Tables & Chairs 51 people
Chairs only 110 people
Standing Room 258

Both exits shall remain clear. If only 1 exit maximum occupancy is 49 people

Grand Ballroom - Weekday \$500.00 rate without food/ Weekend rate without food \$1,250

\$400.00 with food service (Setup requirements of room may add additional fees)
Total Room - 136' x 45' = 5,930 sq. ft.
Tables & Chairs 500 people
Chairs only 500 people
Standing room 500 people
Max occupancy is based on only 2 exits

The following Audio Visual Equipment is available upon request:

Proxima with Projector & Screen
Overhead Projector

Laptop Computer
Wireless Internet Access

Microphones
Lavalieres

updated 1/1/13

214 North Ottawa Street
Joliet, IL 60432
Catering Office: (815) 280-1404



AUX. ENTERPRISES
EXPENSES

2011-12 2012-13 2013-14
ACTUAL BUDGET BUDGET

L J RENAISSANCE CNTR
214 N. OTTAWA/RESTAURANT

0567-202-511.000	ADMIN. SALARIES	28,735	33,013	67,214
0567-202-512.000	PROF/TECH SALARIES	63,935	64,645	65,809
0567-202-512.110	P.T. PROF TECH	80,090	79,823	81,032
0567-202-516.110	P.T. CLERICAL	27,608	39,852	40,581
0567-202-517.000	SERVICE STAFF	45,558	51,900	46,000
0567-202-517.204	SALARIES-COOKS	55,680	61,588	60,000
0567-202-517.205	SAL-KITCHEN UTILITY	38,429	42,741	40,000
0567-202-517.206	SAL-HOSTESS CASHIER	516	0	0
0567-202-517.207	SAL-TIPPED REST WAIT STAFF	5,086	4,875	6,000
0567-202-517.208	SAL-TIPPED BANQUET WAIT STAFF	16,011	27,336	20,000
0567-202-517.209	SAL-RESTAURANT BUS STAFF	0	839	0
0567-202-517.210	SAL-BANQUET BUS STAFF	9,343	13,402	15,000
0567-202-517.211	SAL-NONTIP REST WAIT STAFF	1,123	1,300	1,323
0567-202-517.212	SAL-BARTENDERS	5,623	9,820	6,000
0567-202-517.230	GRATUITY	1,299	0	0
0567-202-518.010	SAL-STU EMPLOYEES W/	0	0	2,000
0567-202-519.024	OVERTIME ALLOCATION	3,013	0	0
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	SUBTOTAL SALARIES	382,049	431,134	450,959
0567-202-521.000	EMPLOYEE BENEFITS	29,078	33,300	47,867
0567-202-534.201	MAINT. SC-EQUIPMENT	3,558	6,000	6,000

		AUX. ENTERPRISES EXPENSES		
		2011-12 ACTUAL	2012-13 BUDGET	2013-14 BUDGET
INDEPENDENT OPERAT.				
L J RENAISSANCE CNTR				
214 N. OTTAWA/RESTAURANT				
0567-202-539.000	CONT.SC-OTHER	4,950	3,500	2,400
0567-202-539.201	OTHER CONT.-LICENSES	3,125	3,500	3,500
0567-202-541.000	OFFICE SUPPLIES	2,388	2,500	2,500
0567-202-543.044	SUPPLS CENTRL STORES	258	648	400
0567-202-543.203	SERVICE SUPPLIES	3,004	6,000	8,000
0567-202-543.215	NON FOOD SERVICE SUPPLIES	45,761	46,015	40,000
0567-202-544.022	POSTAGE	237	800	300
0567-202-547.000	ADVERTISING	14,317	15,000	13,000
0567-202-547.201	ADVERT & PROMOTION	451-	0	0
0567-202-548.000	RESALE SUPPLIES	222,931	230,309	227,601
0567-202-548.001	COST OF SALES	624-	0	0
0567-202-548.005	COST OF BEVERAGE SALES	835-	0	0
0567-202-548.203	RESALE SUP-LIQUOR	9,000	12,000	10,000
0567-202-548.204	RESALE SUP-BEER/WINE	19,145	24,000	24,000
0567-202-548.205	RESALE SUP.-SODA/MIX	2,833	3,000	3,500
0567-202-549.203	CHINA & GLASSWARE	709	2,000	1,000
0567-202-549.208	LINENS AND UNIFORMS	164	500	500
0567-202-554.000	TRAVEL-RECRUITMENT	636	600	600
0567-202-561.000	RENTAL-FACILITIES	38,950	38,950	38,950
0567-202-562.000	RENTAL-EQUIPMENT	0	500	500
0567-202-569.202	DEPRECIATION	15,918	0	0
0567-202-569.206	OTH FX CHG-LINEN RNT	22,101	22,600	24,000
0567-202-575.000	TELEPHONE	177	500	200
0567-202-585.000	EQUIPMENT-OFFICE	0	12,000	0
0567-202-594.000	FIN CHRGS & ADJSTMTS	399	600	300
0567-202-594.001	BANK CHARGES	73	200	100
0567-202-594.418	CRDIT CARD CHRGS	4,315	6,000	6,000
0567-202-599.201	CRED. CARD DISCOUNTS	0	50	50
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TOTAL	214 N. OTTAWA/RESTAURANT	824,166	902,206	912,227
TOTAL	L J RENAISSANCE CNTR	824,166	902,206	912,227

ACCT #	DESCRIPTION	ADJ. BUDGET	CURRENT EXP.	Y.T.D. EXP.	ENCUMBRANCES	UNENC. BAL.	% USED
L J RENAISSANCE CNTR							
214 N. OTTAWA/RESTAURANT							
05-67202-511000	ADMIN. SALARIES	67,214.00	5,170.30	38,130.97	0.00	29,083.03	57
05-67202-512000	PROF/TECH SALARIES	65,809.00	5,062.40	37,945.60	0.00	27,863.40	58
05-67202-512110	P.T. PROF TECH	81,032.00	3,760.51	40,559.62	0.00	40,472.38	50
05-67202-516110	P.T. CLERICAL	35,581.00	511.02	10,745.72	0.00	24,835.28	30
05-67202-517000	SERVICE STAFF	46,000.00	1,782.23	22,304.16	0.00	23,695.84	48
05-67202-517204	SALARIES-COOKS	60,000.00	1,082.00	25,423.90	0.00	34,576.10	42
05-67202-517205	SAL-KITCHEN UTILITY	40,000.00	1,209.95	28,159.94	0.00	11,840.06	70
05-67202-517206	SAL-HOSTESS CASHIER	5,000.00	112.58	3,110.60	0.00	1,889.40	62
05-67202-517207	SAL-TIPPED REST WAIT	6,000.00	122.90	3,335.98	0.00	2,664.02	56
05-67202-517208	SAL-TIPPED BANQUET W	20,000.00	114.81	5,340.42	0.00	14,659.58	27
05-67202-517209	SAL-RESTAURANT BUS S	0.00	0.00	0.00	0.00	0.00	
05-67202-517210	SAL-BANQUET BUS STAF	15,000.00	58.27	5,185.70	0.00	9,814.30	35
05-67202-517211	SAL-NONTIP REST WAIT	1,323.00	36.59	486.47	0.00	836.53	37
05-67202-517212	SAL-BARTENDERS	6,000.00	294.82	2,302.17	0.00	3,697.83	38
05-67202-517230	GRATUITY	0.00	<678.18>	1,044.18	0.00	<1,044.18>	
05-67202-517231	TAXABLE TIPS	0.00	0.00	0.00	0.00	0.00	
05-67202-518010	SAL-STU EMPLOYEES W/	2,000.00	0.00	0.00	0.00	2,000.00	0
05-67202-519024	OVERTIME ALLOCATION	0.00	0.00	0.00	0.00	0.00	
05-67202-521000	EMPLOYEE BENEFITS	47,867.00	3,929.78	27,547.76	0.00	20,319.24	58
05-67202-522000	EMP. BENEFITS- MEALS	0.00	0.00	0.00	0.00	0.00	
05-67202-534201	MAINT. SC-EQUIPMENT	7,000.00	476.67	2,988.44	4,011.56	0.00	100
05-67202-539000	CONT.SC-OTHER	2,400.00	66.00	504.03	471.00	1,424.97	41
05-67202-539201	OTHER CONT.-LICENSES	3,500.00	1,775.00	2,305.00	0.00	1,195.00	66
05-67202-541000	OFFICE SUPPLIES	2,500.00	60.38	2,065.27	0.00	434.73	83
05-67202-542000	PRINTING	0.00	0.00	0.00	0.00	0.00	
05-67202-543044	SUPPLS CENTRL STORES	400.00	0.00	79.50	0.00	320.50	20
05-67202-543203	SERVICE SUPPLIES	7,000.00	202.85	3,957.82	1,655.48	1,386.70	80
05-67202-543215	NON FOOD SERVICE SUP	40,000.00	2,709.67	14,604.36	25,188.82	206.82	99
05-67202-544022	POSTAGE	300.00	21.35	106.16	0.00	193.84	35
05-67202-547000	ADVERTISING	13,000.00	559.44	6,395.42	2,436.00	4,168.58	68
05-67202-547201	ADVERT & PROMOTION	0.00	0.00	647.00	0.00	<647.00>	
05-67202-548000	RESALE SUPPLIES	227,601.00	13,376.84	116,620.20	103,530.18	7,450.62	97
05-67202-548001	COST OF SALES	0.00	<1,315.51>	<967.98>	0.00	967.98	
05-67202-548005	COST OF BEVERAGE SAL	0.00	<137.69>	<959.10>	0.00	959.10	

ACCT #	DESCRIPTION	ADJ. BUDGET	CURRENT EXP.	Y.T.D. EXP.	ENCUMBRANCES	UNENC. BAL.	% USED
05-67202-548203	RESALE SUP-LIQUOR	10,000.00	0.00	<58.00>	0.00	10,058.00	1-
05-67202-548204	RESALE SUP-BEER/WINE	24,000.00	0.00	11,547.17	12,252.83	200.00	99
05-67202-548205	RESALE SUP.-SODA/MIX	3,500.00	0.00	910.60	2,089.40	500.00	86
05-67202-549203	CHINA & GLASSWARE	1,000.00	0.00	0.00	0.00	1,000.00	0
05-67202-549205	KITCHEN UTENSILS	0.00	0.00	0.00	0.00	0.00	0
05-67202-549208	LINENS AND UNIFORMS	500.00	0.00	0.00	0.00	500.00	0
05-67202-549211	CULINARY ART STUDENT	0.00	0.00	0.00	0.00	0.00	0
05-67202-554000	TRAVEL-RECRUITMENT	600.00	0.00	215.27	0.00	384.73	36
05-67202-561000	RENTAL-FACILITIES	38,950.00	3,245.00	22,715.00	0.00	16,235.00	58
05-67202-562000	RENTAL-EQUIPMENT	500.00	0.00	0.00	0.00	500.00	0
05-67202-569202	DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0
05-67202-569206	OTH FX CHG-LINEN RNT	24,000.00	2,130.84	19,412.76	4,587.24	0.00	100
05-67202-575000	TELEPHONE	200.00	12.10	86.42	0.00	113.58	43
05-67202-584000	CAP OUTL.-BLDG REMOD	0.00	0.00	0.00	0.00	0.00	0
05-67202-585000	EQUIPMENT-OFFICE	0.00	0.00	0.00	0.00	0.00	0
05-67202-594000	FIN CHRGS & ADJSTMTS	300.00	<11.38>	21.10	0.00	278.90	7
05-67202-594001	BANK CHARGES	100.00	0.00	0.00	0.00	100.00	0
05-67202-594418	CRDIT CARD CHRGS	6,000.00	272.60	3,255.45	0.00	2,744.55	54
05-67202-599201	CRED. CARD DISCOUNTS	50.00	0.00	0.00	0.00	50.00	0
05-67202-600000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0
	TOTAL 214 N. OTTAWA/RESTAU	912,227.00	46,014.14	458,075.08	156,222.51	297,929.41	67
	TOTAL SUB.FUNC: L J RENAISSANCE CNTR	912,227.00	46,014.14	458,075.08	156,222.51	297,929.41	67

JOLIET JUNIOR COLLEGE
STATEMENT OF REVENUES & EXPENSES
RENAISSANCE CENTER
For the Month Ending January 31, 2014

	<u>CURRENT MONTH</u>	<u>CURRENT YEAR TO DATE</u>	<u>PRIOR YEAR MONTH</u>	<u>PRIOR YEAR TO DATE</u>
REVENUE				
BANQUET SALES	\$ 5,760.91	\$ 100,868.32	\$ 6,772.56	\$ 135,001.74
MEETING ROOM SALES	\$ 779.10	\$ 8,169.60	\$ 289.10	\$ 11,560.37
DINING ROOM SALES	\$ 5,735.70	\$ 81,328.73	\$ 7,232.41	\$ 84,289.31
CLUB MEETING SALES	\$ 1,266.66	\$ 11,576.06	\$ 1,782.05	\$ 10,608.39
LIQUOR SALES	\$ 794.32	\$ 34,414.27	\$ 3,930.51	\$ 52,713.43
CHARGEBACK TO CA PROGRAM	\$ 1,000.00	\$ 7,000.00	\$ 1,000.00	\$ 7,000.00
OTHER REVENUE	\$ 215.14	\$ 2,880.46	\$ 81.74	\$ 3,782.99
SUBTOTAL	<u>\$ 15,551.83</u>	<u>\$ 246,237.44</u>	<u>\$ 21,088.37</u>	<u>\$ 304,956.23</u>
LESS:				
COST OF GOODS SOLD (FOOD)	\$ 11,785.95	\$ 115,652.22	\$ 3,392.68	\$ 110,282.40
COST OF GOODS SOLD (BEVERAGES)	<u>\$ 137.69</u>	<u>\$ 11,440.67</u>	<u>\$ 319.72</u>	<u>\$ 13,407.29</u>
GROSS MARGIN	\$ 3,628.19	\$ 119,144.55	\$ 17,375.97	\$ 181,266.54
COST OF FOOD SALES	92.34%	59.68%	21.49%	47.97%
COST OF BEVERAGE SALES	17.33%	33.24%	8.13%	25.43%
EXPENDITURES				
SALARIES	\$ 18,640.20	\$ 224,075.43	\$ 16,287.72	\$ 218,504.72
EMPLOYEE BENEFITS	\$ 3,929.78	\$ 27,547.76	\$ 2,731.76	\$ 19,167.81
SUBTOTAL	<u>\$ 22,569.98</u>	<u>\$ 251,623.19</u>	<u>\$ 19,019.48</u>	<u>\$ 237,672.53</u>
CONTRACTUAL SERVICES	\$ 2,317.67	\$ 5,797.47	\$ 1,161.38	\$ 6,606.71
MATERIALS AND SUPPLIES	\$ 3,553.69	\$ 27,855.53	\$ 5,988.45	\$ 36,234.36
TRAVEL	\$ -	\$ 215.27	\$ -	\$ -
FIXED CHARGES	\$ 5,375.84	\$ 42,127.76	\$ 4,565.09	\$ 36,318.17
UTILITIES	\$ 12.10	\$ 86.42	\$ 1.06	\$ 50.35
CONTINGENCY	\$ -	\$ -	\$ -	\$ -
OTHER	\$ 261.22	\$ 3,276.55	\$ 353.63	\$ 2,502.46
TOTAL EXPENDITURES	<u>\$ 34,090.50</u>	<u>\$ 330,982.19</u>	<u>\$ 31,089.09</u>	<u>\$ 319,384.58</u>
OPERATING PROFIT (LOSS)	<u>\$ (30,462.31)</u>	<u>\$ (211,837.64)</u>	<u>\$ (13,713.12)</u>	<u>\$ (138,118.04)</u>
TRANSFER FROM AUX ENTERPRISE FUN	<u>\$ 13,619.00</u>	<u>\$ 95,333.00</u>	<u>\$ 12,134.50</u>	<u>\$ 84,941.50</u>
LESS:				
CAPITAL OUTLAY	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
NET PROFIT (LOSS)	<u>\$ (16,843.31)</u>	<u>\$ (116,504.64)</u>	<u>\$ (1,578.62)</u>	<u>\$ (53,176.54)</u>

Event Bookings

Excluding: Closed, Cancelled
Group By Theme

1/1/2013 - 12/31/2013

Booked	Client/Organization	Event	Event Date	Guests	Theme	Reference
Unassigned						
11/10/2013	Paulette Bowman	E0082		NA		
7/18/2013	JJC Culinary Arts Depart	E0059	7/18/2013	0 (Pln)		Repeat Client
8/27/2013	Joliet Area Historical Mu	E0061	8/31/2013	100 (Pln)		Repeat Client
12/11/2013	JJC Culinary Arts Depart	E0084	12/11/2013	0 (Pln)		Repeat Client

Banquet

1/8/2013	Porfino/Guzman Banque	E0036	1/19/2013	189 (Act)	Banquet	Wedding Planner
1/14/2013	St. Mary's Immaculate S	E0038	2/9/2013	157 (Act)	Banquet	Repeat Client
2/27/2013	Joliet Area Historical Mu	E0050	4/6/2013	72 (Act)	Banquet	Repeat Client
3/27/2013	JJC Dept. of Adult Educa	E0053	5/21/2013	75 (Act)	Banquet	Repeat Client
4/11/2013	Joliet Montessori School	E0055	6/20/2013	100 (Act)	Banquet	
2/27/2013	Sunny Hill Nursing Home	E0050	6/21/2013	100 (Act)	Banquet	Repeat Client
7/10/2013	Joliet Area Historical Mu	E0059	8/15/2013	58 (Act)	Banquet	Repeat Client
1/14/2013	Rosie Lopez	E0041	8/31/2013	214 (Act)	Banquet	
6/3/2013	Joliet Central High Schoc	E0057	5/2/2014	300 (Pln)	Banquet	Repeat Client

Brunch Reservation

9/13/2013	Pricilla Huffman	E0066	9/22/2013	15 (Act)	Brunch Reservation	Wedding Planner
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Fundraiser

6/17/2013	The Renaissance Center	E0058	6/16/2013	171 (Act)	Fundraiser	Repeat Client
6/20/2013	Duffy Blackburn	E0058	6/20/2013	100 (Act)	Fundraiser	
3/7/2013	Joliet Area Historical Mu	E0051	10/5/2013	204 (Act)	Fundraiser	Repeat Client
3/7/2013	Witches Night Out/Unite	E0051	10/24/2013	300-400 (Pln)	Fundraiser	Repeat Client
10/4/2013	The Renaissance Center	E0080	10/24/2013	484 (Act)	Fundraiser	Repeat Client
10/3/2013	Joliet Area Community H	E0079	11/3/2013	350 (Act)	Fundraiser	Repeat Client
8/23/2013	Child Care Resource and	E0061	11/7/2013	100 (Act)	Fundraiser	Repeat Client
2/27/2013	Cornerstone Services	E0050	11/27/2013	390 (Act)	Fundraiser	Repeat Client
11/18/2013	Unity CDC	E0082	1/18/2014	160 (Act)	Fundraiser	Wedding Planner
9/11/2013	Irish American Society o	E0066	3/16/2014	100 (Pln)	Fundraiser	

1/4/2013	Joliet Rotary Club	E0030	2/5/2013	75-100 (Pln)	Meeting	Repeat Client
2/6/2013	JJC-Rotary	E0048	2/5/2013	1 (Pln)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0030	2/12/2013	75-100 (Pln)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0030	2/19/2013	75-100 (Pln)	Meeting	Repeat Client
2/20/2013	JJC-Rotary	E0048	2/19/2013	1 (Pln)	Meeting	Repeat Client
1/31/2013	JJC President's Office	E0047	2/22/2013	50 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0030	2/26/2013	75-100 (Pln)	Meeting	Repeat Client
2/27/2013	JJC-Rotary	E0050	2/26/2013	2 (Act)	Meeting	Repeat Client
1/14/2013	21st Century Kids Club	E0039	3/7/2013	20-25 (Pln)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0030	3/12/2013	75-100 (Pln)	Meeting	Repeat Client
3/13/2013	JJC-Rotary	E0052	3/12/2013	2 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	3/19/2013	75-100 (Pln)	Meeting	Repeat Client
2/25/2013	JJC/O-A-CM Meetings	E0048	3/19/2013	12 (Pln)	Meeting	Repeat Client
3/20/2013	JJC-Rotary	E0053	3/19/2013	2 (Act)	Meeting	Repeat Client
1/14/2013	ETC Facilitators	E0039	3/21/2013	30-40 (Pln)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	3/26/2013	75-100 (Pln)	Meeting	Repeat Client
3/27/2013	JJC-Rotary	E0054	3/26/2013	2 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	4/2/2013	65 (Act)	Meeting	Repeat Client
2/25/2013	JJC/O-A-CM Meetings	E0048	4/2/2013	12 (Pln)	Meeting	Repeat Client
3/7/2013	JJC Culinary Department	E0051	4/3/2013	20 (Pln)	Meeting	Repeat Client
1/8/2013	Workforce Investment B	E0036	4/8/2013	30 (Act)	Meeting	Repeat Client
4/5/2013	JJC Business & Auxiliary	E0054	4/8/2013	OPEN (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	4/9/2013	51 (Act)	Meeting	Repeat Client
3/27/2013	Joliet Area Historical Mu:	E0054	4/9/2013	4 (Act)	Meeting	Repeat Client
4/10/2013	JJC-Rotary	E0054	4/9/2013	2 (Act)	Meeting	Repeat Client
2/27/2013	Illinois Resource Center	E0050	4/10/2013	100 (Act)	Meeting	
3/27/2013	Joliet Area Historical Mu:	E0054	4/10/2013	18 (Act)	Meeting	Repeat Client
2/27/2013	Illinois Resource Center	E0050	4/11/2013	100 (Act)	Meeting	
3/27/2013	Joliet Area Historical Mu:	E0054	4/11/2013	12 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	4/16/2013	49 (Act)	Meeting	Repeat Client
4/17/2013	JJC-Rotary	E0055	4/16/2013	2 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	4/23/2013	59 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	4/30/2013	39 (Act)	Meeting	Repeat Client
5/1/2013	JJC-Rotary	E0056	4/30/2013	2 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	5/7/2013	45 (Act)	Meeting	Repeat Client
5/7/2013	JJC-Rotary	E0056	5/7/2013	2 (Act)	Meeting	Repeat Client
1/4/2013	Joliet Rotary Club	E0031	5/14/2013	50 (Act)	Meeting	Repeat Client
4/30/2013	Child Care Resource and	E0056	5/14/2013	31 (Act)	Meeting	Repeat Client

1/14/2013	Joliet Rotary Club	E0041	9/10/2013	42 (Act)	Meeting	Repeat Client
9/3/2013	ETC Board of Directors	E0063	9/10/2013	10 (Act)	Meeting	Repeat Client
9/11/2013	JJC-Rotary	E0066	9/10/2013	1 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0041	9/17/2013	51 (Act)	Meeting	Repeat Client
9/24/2013	JJC-Rotary	E0067	9/17/2013	1 (Act)	Meeting	Repeat Client
7/23/2013	University of Illinois	E0060	9/20/2013	23 (Act)	Meeting	
1/14/2013	Joliet Rotary Club	E0043	9/24/2013	49 (Act)	Meeting	Repeat Client
9/16/2013	21st Century Institute	E0066	9/25/2013	50 (Act)	Meeting	Wedding Planner
1/14/2013	Joliet Rotary Club	E0043	10/1/2013	75-100 (Pln)	Meeting	Repeat Client
8/30/2013	WILCO	E0062	10/2/2013	42 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0043	10/8/2013	49 (Act)	Meeting	Repeat Client
10/9/2013	Child Care Resource and	E0080	10/9/2013	13 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0043	10/15/2013	42 (Act)	Meeting	Repeat Client
10/16/2013	JJC-Rotary	E0080	10/15/2013	1 (Act)	Meeting	Repeat Client
8/23/2013	University of Illinois	E0061	10/16/2013	28 (Act)	Meeting	
1/14/2013	Joliet Rotary Club	E0043	10/22/2013	57 (Act)	Meeting	Repeat Client
10/23/2013	JJC-Rotary	E0081	10/22/2013	1 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0043	10/29/2013	54 (Act)	Meeting	Repeat Client
10/30/2013	JJC-Rotary	E0081	10/29/2013	1 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0043	11/5/2013	47 (Act)	Meeting	Repeat Client
11/6/2013	First Midwest Bank	E0082	11/6/2013	43 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0043	11/12/2013	48 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0043	11/19/2013	46 (Act)	Meeting	Repeat Client
11/20/2013	JJC-Rotary	E0082	11/19/2013	1 (Act)	Meeting	Repeat Client
11/21/2013	Mechanical Concepts	E0083	11/20/2013	70 (Act)	Meeting	Refferal
10/21/2013	JJC President's Office	E0081	11/22/2013	50 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0044	11/26/2013	38 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0044	12/3/2013	46 (Act)	Meeting	Repeat Client
8/12/2013	21st Century Kids Club	E0060	12/5/2013	14 (Act)	Meeting	Repeat Client
1/8/2013	Workforce Investment B	E0036	12/9/2013	25 (Act)	Meeting	Repeat Client
3/7/2013	JJC President's Office	E0051	12/10/2013	30 (Act)	Meeting	Repeat Client
1/14/2013	Joliet Rotary Club	E0044	12/17/2013	37 (Act)	Meeting	Repeat Client
10/1/2013	Joliet Rotary Club	E0074	1/7/2014	75-100 (Pln)	Meeting	Repeat Client
8/30/2013	WILCO	E0062	1/8/2014	24 (Act)	Meeting	Repeat Client
9/10/2013	Illinois Association of Scl	E0065	1/11/2014	100-150 (Pln)	Meeting	Repeat Client
10/1/2013	Joliet Rotary Club	E0074	1/14/2014	39 (Act)	Meeting	Repeat Client
12/10/2013	Cathedral Area Preserval	E0083	1/18/2014	100 (Act)	Meeting	Repeat Client
10/1/2013	Joliet Rotary Club	E0074	1/21/2014	38 (Act)	Meeting	Repeat Client

Seminar

1/16/2013	JJC Campus Police	E0045	2/5/2013	6-12 (Pln)	Seminar	Repeat Client
1/16/2013	JJC Campus Police	E0045	2/7/2013	6-12 (Pln)	Seminar	Repeat Client
1/29/2013	JJC Campus Police	E0047	2/12/2013	6-12 (Pln)	Seminar	Repeat Client
2/1/2013	JJC Campus Police	E0047	2/14/2013	6-12 (Pln)	Seminar	Repeat Client
4/10/2013	JJC Campus Police	E0055	4/23/2013	6-12 (Pln)	Seminar	Repeat Client
4/10/2013	JJC Campus Police	E0055	5/2/2013	6-12 (Pln)	Seminar	Repeat Client
7/2/2013	Joliet Area Historical Mu:	E0059	7/31/2013	15 (Act)	Seminar	Repeat Client
7/2/2013	Joliet Area Historical Mu:	E0058	8/1/2013	16 (Act)	Seminar	Repeat Client
8/23/2013	JJC Workforce Developm	E0061	10/29/2013	100 (Act)	Seminar	Repeat Client
10/30/2013	Illinois Resource Center	E0081	2/25/2014	150 (Pln)	Seminar	Repeat Client

Social

1/4/2013	The Renaissance Center	E0032	1/9/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center	E0032	1/16/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	JJC Foundation	E0036	1/22/2013	OPEN HOUSE (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center	E0032	1/23/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0036	1/25/2013	OPEN (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0045	1/29/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center	E0032	1/30/2013	OPEN (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0045	1/30/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0038	2/1/2013	OPEN (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0045	2/5/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center	E0032	2/6/2013	OPEN (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0045	2/6/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0038	2/8/2013	OPEN (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0045	2/12/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center	E0033	2/13/2013	OPEN (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0046	2/13/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0039	2/14/2013	Open (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0038	2/15/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0039	2/17/2013	Open (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0046	2/19/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center	E0033	2/20/2013	OPEN (Pln)	Social	Repeat Client
1/22/2013	Student Services Comfor	E0046	2/20/2013	OPEN (Pln)	Social	Repeat Client

1/14/2013	The Renaissance Center E0039	5/3/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center E0034	5/8/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center E0040	5/10/2013	OPEN (Pln)	Social	Repeat Client
5/10/2013	The Renaissance Center E0056	5/10/2013	open (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center E0040	5/12/2013	Open (Pln)	Social	Repeat Client
4/12/2013	Joliet Chamber of Comm E0055	5/13/2013	65 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0034	5/15/2013	OPEN (Pln)	Social	Repeat Client
1/14/2013	The Renaissance Center E0040	5/19/2013	Open (Pln)	Social	Repeat Client
1/14/2013	Connie Sullivan/Bonnie E E0040	5/19/2013	63 (Act)	Social	
3/6/2013	Samantha Rutyna E0051	5/19/2013	62 (Act)	Social	
1/4/2013	The Renaissance Center E0034	5/22/2013	OPEN (Pln)	Social	Repeat Client
4/29/2013	Robin Buczko E0055	5/25/2013	100 (Act)	Social	Refferal
1/4/2013	The Renaissance Center E0034	5/29/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center E0034	6/5/2013	73 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0034	6/12/2013	108 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0034	6/19/2013	83 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0034	6/26/2013	118 (Act)	Social	Repeat Client
6/5/2013	Mestas Musicals E0057	6/26/2013	59 (Act)	Social	
6/25/2013	Parkview Christian Churc E0058	6/26/2013	47 (Act)	Social	Refferal
6/25/2013	Joliet Rotary Club E0058	6/27/2013	41 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	7/10/2013	110 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	7/17/2013	131 (Act)	Social	Repeat Client
7/10/2013	Joliet Area Historical Mu: E0059	7/17/2013	94 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	7/24/2013	OPEN (Pln)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	7/31/2013	89 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	8/7/2013	OPEN (Pln)	Social	Repeat Client
7/2/2013	Joliet Township Class of E0059	8/10/2013	100 (Act)	Social	Refferal
6/18/2013	Sharon Tweedle E0058	8/11/2013	58 (Act)	Social	Wedding Planner
6/18/2013	The Renaissance Center E0058	8/11/2013	25 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	8/14/2013	108 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	8/21/2013	80 (Act)	Social	Repeat Client
8/22/2013	The Renaissance Center E0061	8/23/2013	110 (Act)	Social	Repeat Client
1/4/2013	The Renaissance Center E0035	8/28/2013	175 (Act)	Social	Repeat Client
9/3/2013	The Renaissance Center E0064	9/3/2013	30 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center E0041	9/4/2013	107 (Act)	Social	Repeat Client
9/6/2013	The Renaissance Center E0064	9/6/2013	32 (Act)	Social	Repeat Client
9/3/2013	The Renaissance Center E0063	9/8/2013	12 (Act)	Social	Repeat Client
9/3/2013	Mike and Amanda Willia E0063	9/8/2013	23 (Pln)	Social	Wedding Planner

9/24/2013	The Renaissance Center	E0067	10/28/2013	11 (Act)	Social	Repeat Client
9/24/2013	The Renaissance Center	E0067	10/29/2013	19 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0042	10/30/2013	147 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0073	11/1/2013	21 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0068	11/4/2013	13 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0068	11/5/2013	22 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0042	11/6/2013	149 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0073	11/8/2013	26 (Act)	Social	Repeat Client
8/29/2013	The Renaissance Center	E0062	11/10/2013	63 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0068	11/12/2013	26 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0042	11/13/2013	142 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0073	11/15/2013	33 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0068	11/19/2013	19 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0043	11/20/2013	168 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0073	11/22/2013	43 (Act)	Social	Repeat Client
11/27/2013	The Renaissance Center	E0083	11/26/2013	21 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0068	12/2/2013	OPEN (Pln)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0068	12/3/2013	27 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0044	12/4/2013	118 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0073	12/6/2013	35 (Act)	Social	Repeat Client
12/12/2013	The Renaissance Center	E0084	12/10/2013	39 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0044	12/11/2013	162 (Act)	Social	Repeat Client
11/25/2013	Phil Scully	E0083	12/11/2013	16 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0074	12/13/2013	71 (Act)	Social	Repeat Client
10/23/2013	The Renaissance Center	E0081	12/15/2013	79 (Act)	Social	Repeat Client
1/14/2013	The Renaissance Center	E0044	12/18/2013	228 (Act)	Social	Repeat Client
11/15/2013	Jolly Ramblers	E0082	12/18/2013	29 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0068	1/8/2014	85 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0069	1/15/2014	OPEN (Pln)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0069	1/22/2014	104 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0069	1/29/2014	67 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0069	2/5/2014	31 (Act)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0069	2/12/2014	OPEN (Pln)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0069	2/19/2014	OPEN (Pln)	Social	Repeat Client
9/25/2013	The Renaissance Center	E0068	2/23/2014	75 (Pln)	Social	Repeat Client
10/3/2013	Sylvia Klausegger	E0079	2/23/2014	30-40 (Pln)	Social	Walk In
9/27/2013	The Renaissance Center	E0069	2/26/2014	OPEN (Pln)	Social	Repeat Client
9/27/2013	The Renaissance Center	E0069	3/5/2014	OPEN (Pln)	Social	Repeat Client

3/21/2013	Jade Cobren & Bill Taylo E0053	11/1/2013	147 (Act)	Wedding	Wedding Planner
9/10/2013	Jennifer Sundine and Jac E0065	3/22/2014	150 (Pln)	Wedding	Wedding Planner
6/3/2013	Jennifer Zierman and Jo: E0057	5/17/2014	150-200 (Pln)	Wedding	Wedding Planner
7/18/2013	Denise Burd and Bart Kii E0059	5/24/2014	150 (Pln)	Wedding	Wedding Planner
4/26/2013	Kirsten Gregory and Har E0055	5/25/2014	150 (Pln)	Wedding	Walk In
11/5/2013	Kim Welch and Nick Las: E0081	6/20/2014	100 (Pln)	Wedding	Wedding Planner
4/4/2013	Catherine Craig and Jose E0054	7/11/2014	100 (Pln)	Wedding	Wedding Planner
8/29/2013	Tiffany Parks and Omar E0062	7/18/2014	100 (Pln)	Wedding	Wedding Planner
2013 Price of \$70.45 Family Style Dinner					
3/18/2013	Joshua Brenczewski and E0053	9/20/2014	150 (Pln)	Wedding	

Date	Type of Event	Planned # of Guests
2/23/2014	Brunch	100
2/23/2014	Shower	30
3/4/2014	Banquet	100
3/13/2014	Banquet	100
3/16/2014	Banquet	150
3/22/2014	Wedding	150
3/23/2014	Fundraiser	400
4/20/2014	Brunch	400
4/26/2014	Banquet	200
4/28/2014	Banquet	300
5/2/2014	Prom	400
5/9/2014	Graduation	300
5/10/2014	Fundraiser	200
5/11/2014	Brunch	400
5/17/2014	Wedding	150
5/24/2014	Wedding	150
5/25/2014	Wedding	100
5/31/2014	Fundraiser	150
6/7/2014	Fundraiser	100
6/20/2014	Wedding	100
7/11/2014	Wedding	100
7/18/2014	Wedding	100
7/25/2014	Reunion	100
9/20/2014	Wedding	150
10/4/2014	Banquet	220
11/23/2014	Fundraiser	300
11/9/2014	Banquet	400
12/6/2014	Banquet	200



Detailed Invoice

Client/Organization Sylvia Klausegger	Event Date 2/23/2014 (Sun)	Telephone (815) 347-9093	Fax () -	Event # E00797
Address 13837 Long Run Dr., Homer Glen, IL 60491		Booking Contact Sylvia Klausegger	Site Contact Sylvia Klausegger	Guests 30-40 (PIn)
Party Name Klausegger Shower (Brunch Res.)	Theme Social	Sales Rep Susan Stockwell	Category Lunch	

36	Champagne Brunch-Adult @ 13.95	\$502.20
2	Champagne Brunch-Child @ 9.95	\$19.90

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	\$522.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$522.10
Service Charge	\$88.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$88.76
Taxes	\$45.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.68
Total	\$656.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$656.54

Paid	\$100.00
Balance	\$556.54

Payments Made

Date	Payment	Method	Card Type	Expires
10/14/2013	100.00	Credit Card		

**Please remit the "Total Balance Due" on the Event Date. Address all correspondences to Susan Stockwell, Sales Representative.
Thank you for this opportunity to serve you.**



Detailed Invoice

Client/Organization Witches Night Out/United Way of Will Cou	Event Date 10/24/2013 (Thu)	Telephone (815) 416-8794	Fax () -	Event # E00516
Address 1400 London Rd., New Lenox, IL 60451		Booking Contact Kathy Mihelich	Site Contact Kathy Mihelich	Guests 300-400 (Pln)
Party Name Witches Night Out	Theme Fundraiser	Sales Rep Susan Stockwell	Category	

1	Amerified Room @ 250.00	\$250.00
1	Dining Room @ 175.00	\$175.00
1	Napoleon Room @ 150.00	\$150.00

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$575.00	\$0.00	\$575.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$575.00	\$0.00	\$575.00

Paid	\$975.00
Balance	(\$400.00)

Payments Made

Date	Payment	Method	Card Type	Expires
5/20/2013	500.00	Check		
11/5/2013	475.00	Check		

**Please remit the "Total Balance Due" on the Event Date. Address all correspondences to Susan Stockwell, Sales Representative.
Thank you for this opportunity to serve you.**



Detailed Invoice

Client/Organization St. Mary's Immaculate School	Event Date 2/9/2013 (Sat)	Telephone (815) 436-3953	Fax () -	Event # E00389
Address 15629 South Route 59, Plainfield, IL 60544		Booking Contact Christine Ridge	Site Contact Christine Ridge	Guests 157 (Act)
Party Name St. Mary Immaculate School Banquet	Theme Banquet	Sales Rep Susan Stockwell	Category Dinner	

3	Crabmeat Rangoon w/sweet and sour sauce @ 165.00	\$495.00
2	Mini Quiche @ 165.00	\$330.00
2	Fried Cheese Ravioli with Spicy Marinara @ 165.00	\$330.00
1	Barbecue Meatballs @ 150.00	\$150.00
2	Mushroom Vol Vonts with Spinach & Monterey Jack Cheese @ 195.00	\$390.00
3	Homemade Mini Assorted Pizza @ 165.00	\$495.00
2	Sweet and Sour Meatballs @ 150.00	\$300.00
3	Potato Skins Topped with Cheddar, Bacon & Chives @ 165.00	\$495.00
2	Coconut Chicken Strips with Sweet and Sour Sauce @ 175.00	\$350.00
3	Mini Reuben's and French Fries @ 200.00	\$600.00
3	Mini Prime Rib Sandwich @ 275.00	\$825.00
2	Italian Sausage Chunks in Marinara Sauce @ 165.00	\$330.00
2	Assorted Bruschetta Station @ 170.00	\$340.00
2	Spinach and Artichoke Dip with Pita Triangles @ 185.00	\$370.00
3	Fried Chicken Drumettes @ 165.00	\$495.00
3	BBQ Chicken Drumettes @ 165.00	\$495.00
157	Sea Food Gumbo Soup @ 2.95	\$463.15
1	Grand Ballroom @ 400.00	\$400.00
157	Sponsored Bar Package @ 18.00	\$2,826.00
100	Silver Fountain Package @ 6.95	\$695.00
1	Lights Aquabrite green and water pearls 150 ml clear @ 136.87	\$136.87

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	\$7,948.15	\$0.00	\$2,826.00	\$136.87	\$0.00	\$400.00	\$0.00	\$11,311.02
Service Charge	\$1,351.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,351.19
Total	\$9,299.34	\$0.00	\$2,826.00	\$136.87	\$0.00	\$400.00	\$0.00	\$12,662.21

Paid	\$12,662.21
Balance	\$0.00

Payments Made

Date	Payment	Method	Card Type	Expires
5/18/2012	400.00	Check		
3/12/2013	12,262.21	Check		

Please remit the "Total Balance Due" on the Event Date. Address all correspondences to Susan Stockwell, Sales Representative. Thank you for this opportunity to serve you.



Detailed Invoice

Client/Organization Joliet Fraternal Order Of Police		Event Date 12/1/2012 (Sat)	Telephone (815) 693-7682	Fax () -	Event # E00136
Address 150 West Jefferson St., Joliet, IL 60435			Booking Contact Dwayne Weiss	Site Contact Dwayne Weiss	Guests 150 (Act)
Party Name Joliet Police Banquet		Theme Holiday Party	Sales Rep Susan Stockwell		Category Dinner

1	Grand Ballroom @	400.00	\$400.00
150	Family Style Dinner w @	41.95	\$6,292.50
150	House Liquor Package @	23.00	\$3,450.00
1	Martini Bar @	511.00	\$511.00
1	Extended Bar @	142.00	\$142.00

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	\$6,292.50	\$0.00	\$4,103.00	\$0.00	\$0.00	\$400.00	\$0.00	\$10,795.50
Total	\$6,292.50	\$0.00	\$4,103.00	\$0.00	\$0.00	\$400.00	\$0.00	\$10,795.50

Paid	\$10,795.50
Balance	\$0.00

Payments Made

Date	Payment	Method	Card Type	Expires
12/1/2012	10,795.50	Check		

Please remit the "Total Balance Due" on the Event Date. Address all correspondences to Susan Stockwell, Sales Representative. Thank you for this opportunity to serve you.



Detailed Invoice

Client/Organization Thea Thanas	Event Date 8/17/2013 (Sat)	Telephone (815) 258-3139	Fax () -	Event # E00284
Address 2502 Monterey Dr., Plainfield, IL 60586		Booking Contact Toni Thanas	Site Contact Toni Thanas	Guests 319 (Act)
Party Name Thanas-Spodarek Reception	Theme Wedding	Sales Rep Susan Stockwell	Category Dinner	

2	Spanakopita @ 165.00	\$330.00
2	Tiro Cheese Triangle @ 165.00	\$330.00
1	Mini Greek Kabobs @ 250.00	\$250.00
1	Bruschetta @ 150.00	\$150.00
1	Fruit @ 195.00	\$195.00
6	Children Chicken Fingers and French Fries @ 14.95	\$89.70
10	Greek Chicken Plates for the Band @ 66.95	\$669.50
295	Greek Chicken and Steak Medallions @ 67.95	\$20,045.25
303	Upgrade to Call Liquor Package for guests @ 23.00	\$6,969.00
1	Grand Ballroom @ 400.00	\$400.00
1	Bridal Room Rental Fee @ 75.00	\$75.00
295	Cut Cake and Serve @ 1.25	\$368.75

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	\$22,059.45	\$0.00	\$6,969.00	\$0.00	\$368.75	\$475.00	\$0.00	\$29,872.20
Service Charge	\$213.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$213.35
Taxes	\$109.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$109.81
Total	\$22,382.61	\$0.00	\$6,969.00	\$0.00	\$368.75	\$475.00	\$0.00	\$30,195.36

Paid	\$30,195.36
Balance	\$0.00

Payments Made				
Date	Payment	Method	Card Type	Expires
12/18/2012	2,500.00	Credit Card		
8/10/2013	20,000.00	Credit Card		
8/21/2013	7,695.36	Credit Card		

Please remit the "Total Balance Due" on the Event Date. Address all correspondences to Susan Stockwell, Sales Representative. Thank you for this opportunity to serve you.



Company [Client.Organization]	Event Date [Event.Date.Long]
Address [Address] [City.St/Prov.Postal]	

Telephone [Telephone]	Fax [Fax]	Event # [Event.#]	Booking Contact [Book.Contact]	Site Contact [Site.Contact]	Guaranteed Minimum Number of Guests [Sub.Planned]
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MINIMUM GUARANTEED ATTENDANCE MUST BE RECEIVED **72 HOURS** PRIOR TO THE EVENT DATE. IF ATTENDANCE FALLS BELOW THE GUARANTEED NUMBER, [Client.Organization] WILL BE CHARGED FOR THE GUARANTEED NUMBER. GUARANTEED NUMBER MUST BE RECEIVED BY DATE/TIME INDICATED.

Banquet Rooms

Banquet Room	Room Fee	Setup Style	Start	End	Description
[Room]	[Room.Chg]	[Setup.Style]	[Time.Start]	[Time.End]	[Description]

Food & Service Items

Food/Service Items	Price
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THIS AGREEMENT made for [Event.Date.Long], between, Joliet Junior College, Illinois Community College District No. 525 and hereinafter referred to as COLLEGE, and [Client.Organization] hereinafter referred to as CLIENT.

CLIENT AGREES:

1. To guarantee the number of guests no less than 72 hours prior to [Event.Date.Long], unless otherwise modified herein. No allowance shall be given if attendance is less than the guaranteed amount. If attendance exceeds this number, the quoted price per person will be paid for each additional attendee over the number guaranteed. By prior agreement between the COLLEGE and CLIENT, the guaranteed number may be modified upward after the 72-hour guarantee period.
2. To be financially responsible for the minimum guarantee of one hundred and fifty guests for usage of the Ballroom facilities, unless otherwise stated herein.
3. To prohibit excess attendance resulting in building code violations or insufficient staffing. The COLLEGE reserves the right to cancel events at any time such conditions occur without refund or discount of full contract agreement.
4. To be financially responsible for the conduct of their guests, and to compensate the COLLEGE for any damage or loss to property caused by actions of any guest or guests of CLIENT.
5. To be financially responsible for any costs incurred as a result of failure to adhere to the COLLEGE decorating and setup guidelines. This includes actions taken by any subcontractors providing services for CLIENT.
6. To prohibit the selling of "tickets" at the door without specific prior approval in writing from the City Center Campus Administrative Manager.
7. CLIENT will assume responsibility for guest's personal property, unless arrangements are made herein to provide

specific security. Any adverse security risks or expenses will be the responsibility of the CLIENT. COLLEGE will provide coat check personnel, if such is deemed necessary for event.

- 8. To prohibit the carrying in, or the removal, of food and/or beverages from the RENAISSANCE CENTER by any guest of the CLIENT.
- 9. To hold harmless the COLLEGE and its employees or agents from any damages due to non-performance of this agreement caused by government regulation, labor strike, equipment malfunction, storms, catastrophes, or other acts of God.
- 10. To provide an advance deposit of [Next.Dep.Due] on or before [Dep.Due.Date] as a good faith deposit. It is understood that CLIENT has the right to cancel forty-eight (48) hours from the time deposit is received, with a full refund. In all other cases, the deposit shall be considered forfeited.
- 11. To remit the balance due, in full, to the RENAISSANCE CENTER on [Event.Date.Long] unless arrangements have been made herein for an alternate payment process.
- 12. CLIENT and the COLLEGE agree to the cost of food for the base price of the 2013 Catering Menu, and is subject to additional charges for upgrades, additions or modifications to said package.
- 13. COLLEGE will provide CLIENT with itemized list and cost of drinks provided under brand package selected.
- 14. COLLEGE will provide CLIENT with a detailed list of individual drinks dispensed by individual bar with final invoice.
- 15. CLIENT will set specific times for the cocktail hour and open bar availability. Any deviation can only be made by CLIENT'S designated representative.
- 16. This Agreement and all amendments thereof shall be governed by and construed in accordance with the laws of the State of Illinois applicable to contracts made and to be performed therein and jurisdiction and venue of any legal proceedings shall be exclusively in the Circuit Court of Will County located in Joliet, Illinois.

COLLEGE AGREES:

- 1. To provide refund of monies held as advance deposit by the COLLEGE in the event of an inability to perform or complete the function for any reason whatsoever, except as exempted in item 10 above.

SIGNED: _____ ACCEPTED FOR: _____ [Client.Organization]
 JOLIET JUNIOR COLLEGE, ILLINOIS
 COMMUNITY COLLEGE DISTRICT NO. 525

TITLE: Director of Business & Auxiliary Services BY (CLIENT): _____

DATE: _____ DATE: _____

Telephone: (815) 280-1404 Fax: (815) 280-1539 214 North Ottawa Street, Joliet, IL 60432

FOR OFFICE USE ONLY

Deposit Amount Received: _____

Date Deposit Received: _____

Payment Method: _____ Check #: _____