

Lodging Quote Sheet

Todays Date: 9/8/22

GROUP: _____

CONTACT NAME: Linda Spriegel

PHONE: 254 700 892 295

ADDRESS: 1915 Highbank Drive

EMAIL: linda.spriegel@gmail.com

St. Joseph, MI 49085

EVENT DATES: ARRIVAL 12/2/22 DEPARTURE 12/4/22

LODGING DETAILS:

1 **Single Room:** \$86.80/night x 2 night(s) = \$ 173.60 total
***one person per room*

4 **Multiple Room:** \$108.50/night x 2 night(s) = \$ 868.00 total
***2-4 per room*

 Cabin: \$23.87/night x night(s) = \$ total
***priced per person*
of Girls # of Boys

FINANCIAL

Payment type: ☐ Cash Check #: Credit Card ☐ V ☐ MC ☐ D

Name on Card: Card #:

Expiration Date: Security Code:

Zip Code:

Handicap Rooms:

Room fridges for medical purposes:

2 queen sized beds in each room
KWL

TOTAL: \$1,041.60

CANCELLATION POLICY

Reservations can be canceled up to 3 p.m. (24 hours) the day before check in without any financial responsibility. If canceled after 3 p.m., the full reservation will be charged. It will also be charged if client is a no show/no call. Another card or other form of payment can be used at check in to settle the bill.

 Read to client @ time of reservation

Banquet Quote Sheet

☒ STAND ALONE EVENT

☐ PART OF MULTI-DAY CONFERENCE

Event Date: 12/3-4/22 Group Name: _____

Tax Exempt: ☐ YES ☒ NO Tax Exempt #: _____ (send in Form 13 w/ contract)

Contact Person: Linda Spriegel Phone: 254 700 892 295

Address: 1915 High Bank Drive Email: linda.spriegel@gmail.com

City, State, Zip: St. Joseph, MI 49085 Fax: _____

Is group decoration room or tables? ☐ Y ☒ N If yes, what time: _____

SET UP

ROOM: MATHER

HEAD TABLE: *(white tablecloth & skirt)*

☐ YES ☒ NO

if yes, # of people: _____

PODIUM

☐ Table Top ☐ Floor

GUEST TABLES

Number @ each table _____

TLC provided:

Table cloths: ☐ Y ☐ N Color: _____

Napkins: ☐ Y ☐ N Color: _____

Placemats: ☐ Y ☐ N Color: _____

SOUND SYSTEM / EQUIPMENT

☐ # Microphones: _____

☐ Piano

☐ CD or DVD Recorded music or video

☐ Screen/projector

Pricing Notes: _____

\$13.90 per person (breakfast &
beverage station)

MEAL DETAILS

Guest arrival time: _____

Meal serving time: _____

GUESTS WILL

☒ Go through serving line

☐ Be served at table

BEVERAGES

☐ Pitchers on tables

☒ Drink Station

MENU

Salad: Bar Plated

Main Course: _____

Breakfast of chef's choice

Dessert: _____

NOTES: _____

TOTAL -- 10 people

Re: Re[4]: December 2-4 reservations

Brandy <Brandy@tlcaurora.org>

Thu 9/8/2022 1:33 PM

To: Linda Spriegel <linda.spriegel@gmail.com>

Cc: Maile Ilac-Boeder <executivedirector@tlcaurora.org>

Linda,

Awesome news!

We can serve it at any time that works for you and your guests. Just confirming you'd like breakfast Saturday and Sunday morning? Each morning will be \$13.90 per person. This includes the beverage station for the full day as well!

If you would call my cell today that would be great. I have attached the total for lodging. The breakfast bill will be due during your stay.

Looking forward to speaking with you,

Brandy Friedrichsen*Events, Clients, and Community*www.tlcaurora.org

brandy@tlcaurora.org

Work Cell | 402 631 3423

2211 Q St., Aurora, NE 68818



We create
moments
that
matter.

From: Linda Spriegel <linda.spriegel@gmail.com>**Sent:** Thursday, September 8, 2022 1:11 PM**To:** Brandy <Brandy@tlcaurora.org>**Subject:** Re[4]: December 2-4 reservations

Okay, Brandy. We would like to book five rooms for ten adults. Four of them will be multiple people, and one will be a single. We would like to have the breakfast from you. What time do you serve it? One party may need to leave early on Sunday.

So, book it for me, Linda Spriegel, and I can call and give you my credit card number if need be.

Thanks.

Linda

----- Original Message -----

From: "Brandy" <Brandy@tlcaurora.org>
To: "Linda Spriegel" <linda.spriegel@gmail.com>
Cc: "Maile Ilac-Boeder" <executivedirector@tlcaurora.org>
Sent: 9/8/2022 6:01:49 PM
Subject: Re: Re[2]: December 2-4 reservations

Linda,

Absolutely, I'm so sorry I didn't send that earlier! The rate for a single room is \$86.80 and the rate for multiple rooms (2-4 people) is \$108.50.

You are allowed to bring snacks from outside but only to your rooms, this includes pizza delivery. We have a full-service kitchen that prevents us from having outside food in our meeting rooms according to our food licenses.

I will update that.

Let me know what you think,

Brandy Friedrichsen
Events, Clients, and Community



www.tlcaurora.org
brandy@tlcaurora.org
Work Cell | 402 631 3423
2211 Q St., Aurora, NE 68818



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From: Linda Spriegel <linda.spriegel@gmail.com>
Sent: Thursday, September 8, 2022 9:50 AM
To: Brandy <Brandy@tlcaurora.org>
Subject: Re[2]: December 2-4 reservations

Brandy,

Thanks for getting back to me. Please send me the rates for the rooms. I have not seen those yet.

Are we allowed to bring food in from the outside? for snacks or an evening pizza meal, for example?

My phone number is +254 700 892 295. I live in Kenya. But my stateside address is 1915 Highbank Drive, St. Joseph, MI 49085.

Thank you for your help!

Linda

----- Original Message -----

From: "Brandy" <Brandy@tlcaurora.org>

To: "linda.spriegel@gmail.com" <linda.spriegel@gmail.com>

Cc: "Maile Ilac-Boeder" <executivedirector@tlcaurora.org>

Sent: 9/8/2022 5:45:40 PM

Subject: Re: December 2-4 reservations

Hi Linda,

Thank you for reaching back out to us! We have had a crazy week, but I am more than happy to help you & reserve your rooms.

Linda, I just need a bit more information to wrap up on the lodging side and reserve your rooms: What's your phone number & mailing address?

Our breakfast rate is \$13.90, which includes our beverage station which has coffee, soda, orange juice, etc. Our breakfast is also AMAZING and probably my favorite meal to eat here.

I look forward to meeting you,

Brandy Friedrichsen

Events, Clients, and Community



www.tlcaurora.org

brandy@tlcaurora.org

Work Cell | 402 631 3423

2211 Q St., Aurora, NE 68818



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From: Maile Ilac-Boeder <executivedirector@tlcaurora.org>

Sent: Thursday, September 8, 2022 12:55 AM

To: Brandy <Brandy@tlcaurora.org>

Subject: Fw: December 2-4 reservations

John spoke with her and in my busy, I didn't get back to her on Sunday when she called. Can you take care of this? It will be lodging and breakfast +beverage station (just lump it together). No usage.

Thank you!

Also, thank you so much for all you are doing. You have really jumped in and the work you are doing is making a difference! Thanks for helping to create moments that matter for both our guests and our team!

Maile Ilac-Boeder
Executive Director



www.tlcaurora.org

maile@tlcaurora.org

Office | 402 694 3934

2211 Q St., Aurora, NE 68818



We create
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From: Linda Spriegel <linda.spriegel@gmail.com>

Sent: Wednesday, September 7, 2022 2:25 AM

To: Info <info@tlcaurora.org>

Subject: December 2-4 reservations

Dear Friends,

I talked to someone on Monday regarding our need to reserve five rooms for December 2 to 4th. I am living in Kenya, so it is easier to correspond by email than phone. I would like to know what it would cost to order breakfast for the ten of us that will be staying with you, as well as finding out the cost and availability of rooms in your main building those dates. We prefer the rooms with two queen beds in them, or if you have some with one queen bed, that would work for three of our rooms.

Thanks. I am from Aurora originally and much of my family lives there. We are coming for a bridal shower.

Linda (Gustafson) Spriegel