

# Incentive Dinner Event



Jordan Worsnop

393043  
EVM400  
Ann Dow

**INCENTIVE DESTINATION GROUP**

**Event Status:** **TENTATIVE**

---

**Client/Company:** Ann Dow

**Date:** May 19, 2017

**Location:** 130 West at Loungeworks, 130 West 4th Avenue, Vancouver, BC V5Y 1G6

**Time:** 7:00PM-9:00PM (staff on at 5:30)

**Guest Count:** 25

**Event Contact:** Ann Dow, [eanndow@gmail.com](mailto:eanndow@gmail.com)

**Jordan Ashley Events Contact:** Jordan Worsnop, [jordanashleyevents@gmail.com](mailto:jordanashleyevents@gmail.com)  
C: (604) 803-7910

## **Vision**

---

Celebrating an incentive dinner for top executives of the company, we at Jordan Ashley Events have been asked to prepare a three course dinner for twenty-five guests.

Jordan Ashley Events will be arriving onsite 1.5 hours before guests arrive at 7:00pm. We will be setting up tables, linens and the venue space with any decor needed. Savoury City Catering will be providing guests with a specialized menu for the evening's dinner. They will also be providing service staff, chefs and beverages for the guests. Cooking equipment will be provided to the chefs by A&B Party Rentals to prepare an elegant three course meal for twenty-five guests. Due to the limited dessert options Savoury City has to offer guests will receive vegan ice cream provided by Earnest Ice Cream stores. The ice cream parlour has taken their vegan vanilla off the menu but confirmation with the company has been made for the special request.

The client specifically asked that guests will be served plated style with no food options offered to arriving guests. This being said, each guest will receive a three course plated meal of all the same dishes. Dietary restrictions are as followed:

- **Gluten Allergy**
- **Lactose Intolerant**
- **Shellfish**

With each guest receiving the same three dishes, our catering team will have to come up with one appetizer, one entree, and one dessert dish that meet the needs of our dietary restrictions while still serving a delicious meal for all to enjoy.

The event will be held at Loungeworks where guests will experience a beautifully designed rustic themed event. With the age group fluctuating between 35 to 55 we wanted to keep a mature simple themed event for all guests to enjoy. With the use of the event space to help incorporate more into our theme, Jordan Ashley Events will also be bringing some fresh greenery to add to the dining table and around the venue space. Elegant flowers and greenery will be blended together into eye catching centrepieces for each table to enjoy. The goal of the event is to provide guests with a trendy rustic look while including some of British Columbia's beautiful wilderness.

## **ENJOY!**

### **Menu**

---

#### **Grilled Hearty Greens**

*Lightly grilled radicchio, endive and kale with scallions, pumpkin seeds, Parmesan, olive oil & red wine vinegar*

#### **Beef Tenderloin**

*Rosemary Dijon crusted AAA Alberta beef tenderloin, roasted medium rare. Served with rosti potato, thyme glazed winter root vegetables, parsnip puree and sauce bordelaise. The bordelaise sauce provided contains dry red wine, shallots, peppercorns, bay leaf, thyme and demi-glace*

#### **Apple Upside Down Cake**

*Individual cakes with caramelized Okanagan gala apples, caramel sauce, hazelnut brittle, cinnamon and Vegan Vanilla. The ice cream contains coconut milk, agave, honey, turbinado sugar, cornstarch, and vanilla extract*

Three course plated meal at \$1,750 or \$70.00 per person

**THIS IS AN ESTIMATE ONLY**

### **Beverage**

---

Wine will be available during dinner service and only poured by service staff. Savoury City will supply the wine, sparkling and spring water for this event. Ann Dow will provide approximately 25 guests with complimentary beverages. Jordan Ashley Events will keep track of the drink tickets and invoice Ann Dow, following the event, based on actual consumption.

**Pellegrino**

*1.25L x10 at \$6.00 per bottle  
(Price includes lemons and limes)*

**Filtered Water**

*(Provided by Savoury City)*

**White and Red Wine**

*Hester Creek Pinot Blanc (white) and Merlot (red)  
(Provided by Savoury City)*

**Rentals**

---

Jordan Ashley Events can arrange for all the event rentals required. An accurate quote will be provided upon confirmation of the menu, and after a site visit has been completed. The current rentals estimate will account for:

**A&B RENTALS:**

Tables and chairs

China

Linens

Waiter trays and water carafe

Cooking equipment includes hot and cold holdings, BBQ and oven

**Service Staff**

---

Service staff will arrive on site at 5:30pm and have everything ready for guest's arrival at 7:00pm. Service staff is paid from the time they arrive onsite until the time they leave after the event.

**Staff Breakdown**

1- Events

2- Servers (meet onsite)

1- Chef (meet onsite)

2- Jr. Chefs (meet onsite)

**Timeline**

---

<b>Time</b>	<b>Action</b>
5:30pm	Staff to arrive onsite
5:45pm- 6:45pm	Event set-up
7:00pm	Guests arrival
7:30pm-8:00pm	First course served
8:00pm-8:30pm	Second course served
8:30pm-9:00pm	Third course, coffee and tea
9:30pm	Guests depart
10:30pm	Staff depart venue

### **Special Occasions Permit**

---

Jordan Ashley Events is fully licensed and when providing alcohol at events, a liquor license will be obtained on your behalf. The liquor license permits the host to serve or sell liquor at an event in accordance with BC's liquor laws and regulations.

### **Rental Contract**

---

Additional charges will apply if rental is returned later than return date. The lease agrees not to loan, sublet, mortgage, sell or dispose of this equipment in any matter and to return in same good working order, and pay for lost or damaged goods. The liability, disability or death of workman or other persons caused by the operation, handling or other use of the equipment during rental period shall be that of the lessee and he shall indemnify the above company against all loss. Expenses or damages which may arise out of any action for damages to property or persons occasioned by the operation, handling or other use of the equipment during rental period. Terms: Invoice payable upon receipt: 2% per month service charge on overdue accounts. Our delivery charge includes door to door delivery.