



## EVENT INVOICE

### EVENT CONTACT INFORMATION

<b>Event:</b> Pensole Black Footwear Forum <b>Account:</b> Pensole Lewis College <b>Contact:</b> D'Wayne Edwards <b>Phone:</b> 503-929-9797 <b>Email:</b> <a href="mailto:dwayne@pensole.com">dwayne@pensole.com</a> <b>Address:</b> 200 Walker Street Detroit, MI 48207	<b>Invoice:</b> 32851041P <b>Date:</b> 9/20/2023 - 9/25/2023 <b>Booked By:</b> Lyn Gleasure <b>Onsite Manager(s):</b> Lyn Gleasure <b>Group Type:</b> 501c3/Non-Profit (Tax Exempt)
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### EVENT OVERVIEW

Day	Date	Areas	Name	Setup Start	Time	Teardown End	Guests	Gtd
Wednesday	9/20/2023	The Icon: Full Buyout (Atrium, Riverfront Garden, and Auditorium)	Load-in: Pensole Black Footwear Forum		9:00 am - 6:00 pm			
<b>Thursday</b>	<b>9/21/2023</b>	<b>The Icon: Full Buyout (Atrium, Riverfront Garden, and Auditorium)</b>	<b>Pensole Black Footwear Forum - Day 1</b>	<b>8:00 am</b>	<b>4:00 pm - 10:00 pm</b>	<b>11:00 pm</b>	<b>300</b>	<b>350</b>
Friday	9/22/2023	The Icon: Auditorium (1st Floor) and The Icon: Atrium (1st Floor)	Pensole Black Footwear Forum - Day 2	6:00 am	8:30 am - 7:30 pm	9:00 pm	300	350
Saturday	9/23/2023	The Icon: Full Buyout (Atrium, Riverfront Garden, and Auditorium)	Pensole Black Footwear Forum - Day 3	6:00 am	8:30 am - 8:30 pm	9:00 pm	300	350
Sunday	9/24/2023	The Icon: Auditorium (1st Floor) and The Icon: Atrium (1st Floor)	Pensole Black Footwear Forum - Day 4	6:00 am	9:00 am - 2:30 pm	6:00 pm	150	150
Monday	9/25/2023	The Icon: Auditorium (1st Floor) and The Icon: Atrium (1st Floor)	LOAD OUT: Pensole Black Footwear Forum		8:00 am - 12:00 pm			

### SPECIAL NOTES

### RENTAL

Qty		Price	Total
	<b>The Icon: Wednesday, LOAD-IN DAY</b>	\$8,250.00	
	<b>Rental fee waived if completely managed by Pensole and Property Management. Hourly facilities management fee applies based on final load-in schedule</b>		
	<b>The Icon: Atrium and Riverfront Garden - EVENT DAYS: THURSDAY - SUNDAY</b>	\$58,212.00	
	Fees billed to Rock Company as part of Pensole building lease. This fulfills the 4 days of comp event space per said lease.		
	<b>The Icon: Monday, LOAD-OUT DAY</b>	\$8,250.00	
	Rental fee waived if completely managed by Pensole and Property Management. <i>Access to Riverfront lawn not included</i>		

### LABOR

Qty		Price	Total
1	<b>EVENT FACILITIES TECHS</b>		
	<b>Law Event Facilities Tech (included in rental fee)</b>		
	<b>Thur - 9/21: 8 am - 12 am</b>		
	<b>Fri - 9/22: 6:00 am - 10:00 pm</b>		
	<b>Sat - 9/23 6:00 am - 11:30 pm</b>		
	<b>Sun - 9/24: 6:00 am - 5:00 pm</b>		

1	<b>Jeff Additional Event Facilities Tech @ \$60/hour x 23 hours = \$2580</b> Wed - 9/20: 8:30 am - 6:30 pm (10 hours) Thur - 9/21: 12:00 pm - 12 am (12 hours) Fri 9/22 - 12:00 pm - 10:00 pm (10 hours) Sat 9/23 - 12:00 pm - 11:30 pm (11 hours) Sun - none needed	\$2,580.00	\$2,580.00
1	<b>Event Facilities Tech - needed for furniture flips</b> Thur 9/21: 9:00 PM - 12:00 AM (4 hour minimum) Fri 9/22 - 2:00 PM - 10:00 PM (8 hours) Sat 9/23 - 2:00 PM - 11:00 PM (9 hours) <b>SECURITY - INSIDE VENUE</b>	\$1,260.00	\$1,260.00
2	<b>Security Officer @ \$75/hour x 16 total hour each = \$2400</b> Wed 9/20 - none needed Thu 9/21 - 5:00 pm - 11:00 pm - 2 OFFICERS (6 hours each) - Jason Welch, Jose Ceballos Fri 9/22 - 4:30 pm - 8:30 pm - 2 OFFICERS (4 hours each) - Jason Welch, Frank Scola Sat 9/23 - 4:30 pm - 10:30 pm - 2 OFFICERS (6 hours each) - Jason Bell, Will Woodward Sun 9/24 - none needed	\$1,200.00	\$2,400.00
1	<b>Inside Allied Security Officer @ \$40/hour x 17 hours</b> Fri 9/22 - 8:00 am - 4:30 pm Sat 9/23 - 8:00 am - 4:30 pm	\$680.00	\$680.00
1	<b>Front Gate Officer - Allied Universal Security Officer @ \$40/hour x 31 hours = \$1240</b> Wed 9/20 - none needed (vendor list with arrival times required) Thu 9/21 - 5:00 pm - 11:00 pm - (6 hours) Fri 9/22 - 8:00 am - 8:00 pm (12 hours) Sat 9/23 - 8:00 am - 10:00 pm (12 hours) Sun 9/24 - 8:00 am - 3:00 pm (7 hours) <b>BEDROCK ENGINEER</b>	\$1,240.00	\$1,240.00
1	<b>Dedicated Building Engineer @ \$100/hour x 24 hours = \$2400</b> <i>No additional fee for Monday - Friday from 7 am - 6 pm</i> Wed 9/20 - none needed Thu 9/21 - 6:00 pm - 10:00 pm (3 hours) Fri 9/22 - 6:00 pm - 8:00 pm (2 hours) Sat 9/23 - 8:30 am - 9:00 pm (13 hours) Sun 9/24 - 9:00 am - 3:00 pm (6 hours) <b>PLEASE NOTE: ALL STAFF ARE ENCOURAGED TO WEAR SNEAKERS AND COMFORTABLE CLOTHES SUCH AS DENIM OR UPSCALE STREETWEAR (EFT'S - PLEASE WEAR YOUR LOGO SHIRT + SNEAKERS/ JEANS)</b>	\$2,400.00	\$2,400.00

<b>BEVERAGE</b>
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Qty		Price	Total
	<b><u>Transferred from Bacardi Beverage Invoice</u></b>		
	<b><u>Product</u></b>		
	12 Grey Goose 750 mL - Strawberry Lemongrass		
	12 Grey Goose 750 mL - Watermelon Basil		
	24 Patron Reposado - 750 mL		

12 Bacardi Mango Chile 750 mL  
 18 D'usse VSOP 750 mL  
 18 Bombay Premier Cru 700 mL  
 6 Citronge Orange Liqueur  
 10 Martini & Rossi Asti

**Bartenders**

**THURSDAY - 4 Bartenders**

Staffed Time: 6 pm - 10 pm  
 (3 for VIP; 1 for Champions of Detroit + 1 Bartender/Barback Floater)

**FRIDAY - 6 Bartenders**

Staffed Time: 5 pm - 7 pm

**SATURDAY - 6 Bartenders**

Staffed Time: 5 pm - 9 pm  
 (None for Education; 6 for Mixer)

**SUNDAY - 2 Bartenders**

Staffed Time: 11 am - 1 pm

**AUDIO VISUAL**

Qty		Price	Total
	Arranged through 3rd party vendor		

**MISCELLANEOUS**

Qty		Price	Total
	<b>Catering</b> - Service staff is required for all catered events.		
	<b>Certificate of Insurance</b> A COI naming the venue as additionally insured is required.		
	<b>Parking</b> Client has use of underground Icon parking garage. The garage may be shared between multiple bookings and/or tenants of the building. Vehicles are <b>not permitted overnight in the garage</b> ; all vehicles must leave the premises at the conclusion of the event.		

**BILLING SUMMARY**

		Total
Building Engineer		\$2,400.00
Security		\$4,320.00
Event Facilities Tech		\$3,840.00
<b>Subtotal</b>		<b>\$10,560.00</b>
Service Charge	24.0%	\$0.00
State Sales Tax	6.0%	\$0.00
<b>Grand Total</b>		<b>\$10,560.00</b>
Contract Deposit		\$0.00
<b>Amount Due</b>		<b>\$10,560.00</b>

**We accept all major credit cards. Certified checks also accepted and must be made payable Madison Theatre Building Hospitality LLC. Please mail checks to 1074 Woodward Ave., Detroit, MI 48226 (Attn: Leslie Pochodaj).**

Pricing, fees, and offerings are subject to change without prior notification. Pricing can be guaranteed up to three months prior to the event, if requested and confirmed in writing. A 24% service charge plus applicable Michigan State sales tax will be added to all beverage items, excluding labor. Maximum 6 hours of beverage service permitted. Guarantees are required 10 business days prior to your event day. If a guarantee is not received, the original contracted number will be used. All charges based upon the guaranteed number or actual guests served, whichever is greater.