

The Terrace Club

*Port Authority Helipont
New York World's Fair*



*and Exhibit Building
Flushing, New York 11380*

*File
on*

September 27, 1965

Mr. John Sattler
Resident Manager
Ford Pavilion
New York World's Fair
Flushing, New York

Dear Mr. Sattler:

This will confirm our recent discussion, agreeable to which we have definitely reserved the following:

Ford Pavilion
Sunday, October 17, 1965
Buffet Reception, Dance
North Ballroom
Approximately 200 Guests
11 PM to 2 AM

Enclosed you will find the menu, with other items and arrangements, as discussed with Bill Pullen. At your convenience, we would appreciate your written confirmation of these arrangements with whatever notations or changes you may wish to make.

As always, it will be a pleasure to serve your organization in the Terrace Club, and you may be sure that no efforts will be spared to make this closing party an outstanding success.

Yours sincerely,

James P. O'Donnell
James P. O'Donnell
Banquet Manager

JOD:vm
Enclosures

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Ford Pavilion
 Buffet Reception Dance
 Approximately 200 Guests
 Mr. John Sattler in charge
 888-6000

Sunday, October 17, 1965
 North Ballroom
 11 PM to 2 AM

BUFFET MENU

Cold Vermont Turkey
 Carved and Decorated

Sugar Cured Hams
 Carved and Decorated

Cold Beef Tongue

* * *

Celery Stalks

Ripe and Green Olives

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Seafood Newburg
 Rice Pilaff

Swedish Meatballs
 Egg Noodles

* * *

Potato Salad
 Mayonnaise Dressing

Lettuce and Tomato Salad
 French Dressing

* * *

Salty Rye

Pumpernickel

Buttered Tartines

* * *

Miniature French Pastries

Coffee

\$10.00 per person

* * *

Beverages:

Great Western Champagne to be served throughout the evening at \$7.00 per bottle. Please advise if scotch, rye and other alcoholic beverages should be made available, if we have a request for same.

Control:

By invitation only. No tickets required.

Seating:

Individual tables for 6 and 8 persons. Will you require a dais? Buffet tables for food and beverage service.

Amplification:

To be provided, if needed, at no extra charge. Please advise.

-continued-

Hotel Rylands Hotel 1964
 Restaurant Assoc.
 1965

we would recommend centerpieces of freshly cut seasonal flowers on all guest tables at a cost of \$3.50 each.

The buffet can be decorated with large attractive centerpieces at a cost of \$25 - 50. Please advise.

Gratuities: 20% added to the account.

Sales Tax: 5% added to the account.

Billing: Mr. John Sattler
Resident Manager
Ford Pavilion
New York World's Fair
Flushing, New York

Arrangements: James P. O'Donnell/vm
9/27/65

Signature of Acceptance _____

FORD DINING ROOM

SPOTCHECK COMPARISON

LUNCH AND DINNER COVERS - 1964 and 1965

For two-week period
(May 31 through June 14, 1964 and 1965)

	1964		1965	
	Lunch	Dinner	Lunch	Dinner
May 31	7	--	23	7
June 1	17	--	17	12
June 2	13	21	10	13
June 3	13	5	21	12
June 4	38	29	37	9
June 5	5	2	34	20
June 6	13	-	18	13
June 7	2		21	4
June 8	18	6	27	30
June 9	18	7	28	4
June 10	7	7	14	26
June 11	8	6	12	13
June 12	15	--	18	31
June 13	24	10	18	13
June 14	1	3	41	32