

AGENDA ITEM FOR ADMINISTRATIVE MEETING () Discussion only
(X) Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: Veterans Services Stand Down Event

<p>Background:</p> <p>Veterans Services is coordinating a Stand Down Event of June 14, 2025. At the event, staff and volunteers provide food, clothing and health screenings to homeless and at-risk Veterans. In addition, Veterans also receive referrals for health care, housing solutions, employment, substance use treatment, mental health counseling and other essential services. Further information about the event will be provided at the Board meeting. The costs for the event are before the Board for approval, which include room rental, food and advertising.</p>	<p>Requested Action:</p> <p>Approve expenses for event, including agreement for the room rental and food</p>
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ATTACHMENTS : Proposed agreement

*****For Internal Use Only*****

Checkoffs:

() Dept. Heard (copy)
() Human Resources (copy)
(X) Legal (copy)
() (Other - List:)

To be notified of Meeting:

Kim Beck

Needed at Meeting:

Scheduled for meeting on: May 7, 2025

Action taken:

Follow-up:

BANQUET EVENT ORDER

BEO# 1-50209

Group: Developmental Disabilities Program & Veterans Services

Event Name: Veterans Stand Down

Group Contact: Kim Beck

Phone:

Address:



Manager: Erika Minthorn
Contact: Kim Beck
On-Site Contact: Kim Beck

Wildhorse Resort & Casino
46510 Wildhorse Blvd.
Pendleton, Oregon 97801
800.654.9453

From		To		Function	Room Name	Room Rent	Min Gtd	Set
Sat, Jun 14, 2025	8:00 AM	Sat, Jun 14, 2025	2:00 PM	Meeting	RIVERS. Cayuse	\$275.23	0	0

Food Requirements

Serve Time 7:30 am

- 250 All Day Coffee, Tea & Water Service @ \$2.00 per person

- 4 Assorted Breakfast Pastries @ \$32.00 per Dozen
muffins, scones, Danish

- 4 Chef's Selection of Mini Muffins @ \$20.00 per Dozen

- 4 Assorted Doughnuts @ \$22.00 per Dozen

- 2 Assorted Bagels @ \$25.00 per Dozen
plain, cinnamon raisin, poppy seed onion, blueberry, flavored cream cheeses

- 2 Granola Bars, Nutri-Grain® Bars @ \$24.00 per Dozen (Leave out all day)

Serve Time 11:30 am- 12:30 pm

- 250 Pendleton Picnic @ \$24.00 per person (1/2 of this cost)

Seasonal Fruit Display
Coleslaw
Loaded Potato Salad
Green Bean Casserole
Macaroni & Cheese
Signature Grilled Hamburgers
All-Beef Hot Dogs
Condiments
Marinated Chicken Breast
Chef's Selection of Cookies & Brownies
Water, iced tea, coffee service

\$3,894.00

Billing Information

Total Gratuity: \$700.92

Total Tax: \$24.77

TOTAL DUE: \$4,894.92

ALL CHARGES ARE SUBJECT TO A 18% SERVICE CHARGE. ALL LODGING/MEETING ROOMS ARE SUBJECT TO A 9% TRIBAL TAX. The final guarantee must be provided three (3) business days in advance of

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the estimated figure above, or it will become the final guarantee. If the attendance falls below the minimum guaranteed number, the customer will be charged the minimum guaranteed amount. For the cancellation policy, please refer to the Rental Contract.

Approval Signature: _____ Date: _____

Hotel Representative: _____ Date: _____