The Leela Palace Chennai

Adyar Seaface, 175 Sthya Dev Avenue Extension,
Â MRC Nagar, Chennai - 600 028, India
Ph No : +91 44 3366 1234
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Banquet Event Order

Account Name:	CADD CENTRE	**Event Order #:**	141971	**CAT / RMS Status:**	TEN-N/ DEF
Contact Name:	PEETHAMBARAM	**Booking Name:**	CADD CENTRE		
Address:		**BQT/Rooms Manager :**	Murali Venugopal	/	Murali Venugopal
Telephone:	9841466600	**Lobby Signage :**			
Fax:		**Arrival / Departure :**	13-09-22 / 17-09-22		
		Coordinator Name :			
Booking Type :	Corporarte Group	**Function Type :**			

Wednesday, 14 September 2022

Time	Room	Function	Set-up	Exp/Gtd	Rental
09:00 - 17:30	Grand Ballroom	Conference	Cluster Set Up	297 / 270	

Food

Event ID - 165787 **13:00 To 17:30**
Grand Ballroom **INR 0.00**
Food Menu
Exp 297 / Gtd 270 / Set

******Buffet Lunch Menu******

*****Buffet Lunch Menu******

*****Salads and accompaniments******
Potato salad with ground mustard and gherkins
Corn and scallion salad
Raita, Curd Rice, Plain Curd , More Milagi
Applam and accompaniments

*****Soup of the day******
Mulligatawny Soup

*****Mains on the buffet******
Chicken Sichuan Semi Gravy
Machli do Payaza
Cauliflower Manchurian
Beans Paruppu Usli
Subz Begum Bahar
Gongura pappu
Jeera Pulao
Steamed ponni rice
Tomato rasam
Assorted Indian breads

*****Desserts******
Basabousa
Elaichi Phirnee
Vanilla ice cream

Culinary

Grand Ballroom **09:00 To 17:30**
Culinary
Host Arrival at: 07 00hrs
Guest Arrival: 09 00hs
Morning Tea/Coffee Break at: 11 00hrs
Buffet Lunch at: 13 00hrs
Evening Tea/Coffee Break at: 16 00hrs
Conference Ends at: 17 30hrs

Food and Beverage Service

Grand Ballroom **09:00 To 17:30**
- Food and Beverage Service Notes
Two Sessions of Tea/Coffee with Cookies on Arrival

Banquet Operation

Grand Ballroom **09:00 To 17:30**
- Banquet Operation Notes
Venue required for setup from post dinner event on the previous night
North Facing stage setup by event manager
North Facing stage size: 40/12ft
Cluster style seating required for 270 pax (Conference pad, pencil, mint/chocolates and water bottles on the table)
02 rectangular tables to be placed next to the stage for keeping guest things
02 rectangular tables to be placed at the entrance of the venue for welcoming the guest.
Tea/coffee counters to be placed in the pre-function area
02 buffet counters to be placed in the pre-function area

Linen: White with Gold Combination

Audio Visual

Grand Ballroom **09:00 To 17:30**
1 Audio Visual
Audio Visual from Event Manager

Hotel will provide 5KVA raw power supply only, genset to be organized by the event manager if required more raw power supply.

Engineering

Grand Ballroom **09:00 To 17:30**
- Engineering Notes
AC to be switched on by 10 00hrs onwards

Sign Board

Grand Ballroom **09:00 To 17:30**
Sign Board
CADD CENTRE ANNUAL MEET 2022