

Inter - Department Correspondence

To: Messrs. Sperdakos/Eberhard/ Unit:
Hernandez/Gregory/Engineers/Book

Date Feb. 19, 1969

From: Mr. Charles Bolla

Subject: I. H. O. FORMER VICE PRESIDENT H. H. HUMPHREY
TUESDAY, FEBRUARY 25, 1969
RECEPTION 5:00 PM to 6:30 PM
INTERNATIONAL BALLROOM FOYER & EMPIRE
ABOUT 350/400 GUESTS

In connection with the above, please note the following requirements:

International Ballroom Foyer Bars to be adequately stuffed. Moderate drinking anticipated. All drinks Hilton, Name and Premium brands will be sold at a flat rate of \$1.35 per drink, including tax. No surcharge rebate.

SEATING: I. B. R. Foyer and Empire to be set up with few cocktail tables and chairs in Reception Style.

LINEN: PINK tablecloths to be used.

AMPLIFICATION: We will provide one standing microphone at NO CHARGE.

LIGHTING: No special requirements.

CONTROL: By invitation. We will provide one 6ft. table with 2 chairs by the entrance to the IBR.

RENTAL: No rental charge will apply. A bar minimum guarantee of \$750.00 has been agreed upon. If this guarantee is not reached, the difference will be paid by the engager.

BILL TO BE SENT TO: Democratic Headquarters
Attn: Mrs. Trudy Owens
3440 West 8th Street, Suite 1115
Los Angeles, Calif. 90005

Thank you.

RG:hw
B-459

cc: Mrs. T. Owens