

Town of Windsor

Memorandum

February 12, 2019

TO: The Honorable Mayor and Members of Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Recognition Dinner

At the last Council meeting I was asked to obtain the cost of previous recognition dinners that the Town has done for past Councilmembers.

The most recent dinner that was done was for Mr. Wesley Garris. That dinner was held at the Hilton in Suffolk. The facility rental was \$250, the audio system rental was \$80, and the dinner for 30 people was \$900 for a total cost of \$1,230.

We have contacted the Hilton to obtain current prices. Currently, the space rental would be \$400, the audio system rental would range from \$90 to \$150 depending on the number of people, and the food would be \$30 per person.

We have also obtained an estimate for a buffet style dinner at the Windsor Town Center. The estimated cost would be \$24 per person. We would pay no rental fee or audio setup fees.

Based on the cost and the symbolism, it is my recommendation that we consider holding the event at the Windsor Town Center.

We can allow the honorees to invite a select number of guests as well as dignitaries from the County and Smithfield.

We have sufficient funds in the contingency line item to cover the cost of the dinner.

This is for Council's discussion and direction.