

**MEMORANDUM OF AGREEMENT
BETWEEN
Adolescence Opportunity Program
AND
HINDS COMMUNITY COLLEGE**

WHEREAS Adolescence Opportunity Program is authorized to obtain contractual services as may be necessary to conduct training programs for its personnel; and

WHEREAS HINDS COMMUNITY COLLEGE (herein called Hinds) is willing to perform such services:

NOW, THEREFORE, the parties agree as follows:

1. **Hinds** will provide:
 - a. Challenge course and Teambuilding activities for 15 participants
2. **Adolescence Opportunity Program** will provide:
 - a. Scheduling of training for the participants and the training program

Hinds will conduct a training session (challenge course) for **Adolescence Opportunity Program**. The training will be held at Eagle Ridge Conference Center July 15, 2014 for 1.5hrs. The contractual training cost, based on the above information is \$300. A \$250.00 fee will be assessed for cancellation 7 days or less before the training date.

IN WITNESS WHEREOF the parties have caused this agreement to be executed:

HINDS COMMUNITY COLLEGE
TELEPHONE: (601)857-3470
FAX: (601)857-3474
MAILING ADDRESS:
Department of Economic Development and Training
Post Office Box 1100
RAYMOND, MS 39154-1100

Adolescence Opportunity Program
TELEPHONE: (601) 573-7318
FAX: (601)
MAILING ADDRESS:
Adolescence Opportunity Program
317N Union Street
Canton, MS 39046

BY: _____
Dr. John Woods
Vice President of Economic Development and Training

BY: _____
Karl M. Banks, Sr.
President
Madison County Board of Supervisors

**Eagle Ridge Conference Center
Banquet Event Order**

Organization: Madison County AOP	Planner: Angelica Wilson
Phone #: 601-573-2318	Fax #:
Email: angelicawilson1913@gmail.com	

Day	Date	Time	Room	Function	# of People	Rental
Tuesday	7/15/14	12pm	Presidential Dining Room	Lunch	15	

Room Set-Up

Presidential Dining Room for Lunch

Seating for Guaranteed Number

Food Requirements

12:00pm in the Presidential Dining Room

One Entrée Buffet for 15 People
Tossed Mixed Green Salad with Assorted Dressings
Fresh Rolls
Fried Chicken
Macaroni and Cheese
Collard Greens
Old Fashioned Yellow Cake with Icing
SWEET Tea/Coffee
Priced at \$12.00+ Per Person

**The organization's named listed above will be posted on our marquee sign in the lobby area the day of your meeting. If you wish to have your meeting listed differently, please provide us with the name below.*

INITIAL FOR APPROVAL: _____

I approve the above food and set up requirements that will be provided by Eagle Ridge. I also understand that no food or beverages are allowed to be brought in at Eagle Ridge Conference Center

++There will be an 18% service charge and 7% sales tax added to all catering items.

Date 7/1/2014
Account: Madison County AOP Program
317 N. Union Street
Canton, MS 39046



10151

Contact: Angelica Wilson

Meeting Room Charges:

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Subtotal: \$ -
7% Sales Tax: Tax Exempt
Meeting Room Total: \$ -

Catering Charges:

15-Jul	15 ppl	One Entrée Lunch	@	\$ 12.00	ea	\$ 180.00
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Subtotal: \$ 180.00
18% Service Charge: \$ 32.40
7% Sales Tax: Tax Exempt
Catering Total: \$ 212.40

Guestroom Charges: See Individual Folios (charges include all applicable taxes)
Miscellaneous Charges:

Guestroom Total: \$ -
Miscellaneous Total: \$ -

TOTAL AMOUNT DUE: \$ 212.40

Our Credit Terms are "Net due upon receipt of invoice" with interest charges and 1 and 1/2% per month (18% per annum) on all balances past the statement date.

Please remit payment to: Eagle Ridge Conference Center
C/o Director
P.O. Box 1100
Raymond, MS 39154

If you are a tax exempt organization, please submit a letter of verification with your payment if it was not remitted with your signed letter of confirmation.