



Event / Catering Contract

Invoice #: E05505

Status: Tentative

Revised on: 2/16/2019

Handheld Catering

1725 De La Cruz, Suite 1
 Santa Clara, CA 95050
 Tel: (408) 692-4782
 www.handheldcatering.com

Client/Organization Stanford NBER	Event Date 3/14/2019 (Thu)	Booking Contact Rossannah Reeves	Site Contact Rossannah Reeves	Event # E05505
Address 366 Galvez Street		Booking Tel	Site Tel	Act Guests 65

Party Name F/S Conference	Theme Conference	Sales Rep Anna Pyczak	Category Business
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PRICING BASED ON MINIMUM GUARANTEED GUEST COUNT OF 65. ESTIMATED COST PER GUEST: 56.35. ANY CHANGES TO GUARANTEED GUEST COUNT MUST BE MADE NO LATER THAN 72 HOURS BEFORE EVENT DATE. CANCELLATION CHARGES MAY APPLY.

Site Locations

Site Name	Site Address	Site Telephone
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Breakfast Buffet - Thursday, March 14, 2019 - 9:30 am

SIEPR BUILDING 366 Galvez Street, Stanford, CA 94305 () -

Directions

Lunch Buffet - Thursday, March 14, 2019 - 10:00 am

SIEPR BUILDING 366 Galvez Street, Stanford, CA 94305 () -

Directions

Event Times

Departure	Arrival	Start	End	Description	Type
8:00 am	8:00 am	9:30 am	11:00 am	Breakfast Buffet	
10:15 am	11:00 am	10:00 am	5:30 pm	Lunch Buffet	Off-Premise
NA	NA	9:00 am	5:30 pm	Labor and Rentals	

Food/Service Items

Food/Service Items	Price	Qty	Total
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Breakfast Buffet - Thursday, March 14, 2019 - 9:30 am

9:30AM Breakfast Buffet: SIEPR Lobby	9.00	35	315.00
Fresh Fruit Salad (VEGAN) Mini Danish: Apple and Cheese, Mini Blueberry Muffins, Chocolate and Plain Croissants Served with Butter and Jam			
Coffee and Tea Service - All day	5.00	65	325.00
Biodegradables (10" Plates, Forks, Knives, Napkins, Coffee Cups, Beverage Cups, Cocktail Napkins)	1.50	65	97.50
HHC EQUIPMENT PACKAGE			
Delivery Fee	60.00	1	60.00

Lunch Buffet - Thursday, March 14, 2019 - 10:00 am

12:00 PM Lunch Buffet ~ Napa and Red Cabbage Salad with Shredded Carrots, Cilantro, Green Onions, Crushed Peanuts and Sesame Dressing (GF, VEGAN) ~ Coconut Rice with Vegetables (GF, VEGAN) ~ Thai Chicken Curry with Lemongrass, Ginger and Spices ~ Vegetarian: Crispy Tofu with Vegetables (GF, VEGAN)	16.00	65	1,040.00
Desserts : Cream Puffs - 1/2 dipped in chocolate	2.50	65	162.50
~ Refresh Coffee and Tea Service ~ Soft Drinks, Mineral Water ~ Infused Water with Lemon and Mint	2.50	65	162.50
3:00 PM Break - Refresh Desserts and Beverages			
Biodegradables (Lunch Plates, Dessert Plates, Forks, Knives, Napkins, Coffee Cups, Beverage Cups, Cocktail Napkins) HHC EQUIPMENT PACKAGE	1.50	65	97.50
Delivery Fee	60.00	1	60.00

Labor and Rentals - Thursday, March 14, 2019 - 9:00 am

Estimated Labor: (1) Captain for 7 hours of Service 9am - 4pm	280.00	1	280.00
Linens with Delivery (4) 8' Drapes for beverage station and buffet (5) 132" Rounds	200.00	1	200.00

Subtotal	2,800.00	Tax (9%)	302.40
Serv Chg (20%)	560.00	Gratuity (0%)	0.00
Total Value	3,662.40	Paid	0.00
Per Guest	56.35	Balance	3,662.40

Name on Card ROBERT SHANNON

Credit Card No. 3782 628678 84033 Exp 9/23 Sec. Code 9625

Billing Address 1050 MASS. AVE, CAMBRIDGE, MA ZIP Code 02138

Authorized Signature [Signature] Date 2.19.19

***HandHeld Catering = HHC**

*Seasonal Availability: Due to weather, seasonal changes and market availability, certain menu substitutions may be necessary to maintain menu prices quoted.

Gratuity: While Standard Gratuities are not included they are appreciated.

Please read & fill out the section below, accepting or declining the release of liability on any leftover food.

As a customer of HHC, I desire to receive various assorted food products that are "left over" from our catered event. Accordingly, I:

1. Agree that I am solely responsible for determining whether the food I have received from HHC is fit for human consumption.

2. Acknowledge that I accept all "left over" food from HHC, "AS IS." HHC expressly disclaims any implied warranties of fitness or merchantability for any particular use. There are no express warranties in relation to this left over food. No person is authorized to give any warranties on behalf of HHC or to assume any liability for HHC. I release HHC from any liability resulting from the condition of donated food. I further agree to indemnify and hold harmless HHC from all liabilities, damages, losses, claims, causes of action at law or equity, or any obligation whatsoever arising out of or attributed to any action of myself or any personnel employed by me in connection with storage or use of donated food.

[] I would like to keep "left over" food. In doing so, I release all liability & agree to all of the above terms.

I decline to keep "left over" food & understand that should I change my mind, I will be required to fill out the above release of liability.

RS [Initial Here whether you accept or decline]

FOOD PORTION POLICY: Please be aware of the portion amount that you have ordered before finalizing. HHC will provide the portions ordered & it is the responsibility of the clients to provide the correct guest count and/or correct portion amounts ordered for the event.

I understand the number of portions that I have ordered & agree that this is the correct amount for my needs

RS [Initial Here]

LEFT OVER FOOD AND BEVERAGE POLICY: Please be advised that HHC, for liability and health reasons, will be unable to package left-over food "to go" upon completion of the event.

RS [Initial Here]

CATERING CONTRACT

LABOR: Labor charges include travel time to AND from event, as well as clean up. Any labor hours in excess of eight (8) hours will incur overtime rates of time and one half.

RS [Initial Here]

APPLICABLE TAXES AND SERVICE CHARGES: Service charge and applicable sales tax will be added to all food, beverage, labor and rental charges. Applicable sales tax will be added to all staffing and service charges.

SERVICE CHARGE: is a standard industry fee that covers admin costs, on site insurance, coordination with vendors for items needed and overall production of the event.

RS [Initial Here]

RENTALS: Average rental charges per person are based upon the number of guests and the style of event chosen. Quoted rental charges are a PROPOSAL ONLY. Actual charges will be determined after final client selections with HHC Sales and Design Representatives.

Client is responsible for all equipment & rentals from the time of delivery until the time of pick-up. In the event that any such items go missing or are damaged, the client will be charged a replacement & processing fee. This fee will be charged to the credit card on file. If client is able to locate lost items, the account will be credited.

RS [Initial Here]

DEPOSIT POLICY: A non-refundable 50% deposit is required to secure the event date at proposal signing. We will be unable to guarantee your event date until we have received your signed proposal and deposit check or a credit card payment. If paying by check alone we ask that you also submit a credit card which we will hold on file for security purposes.

RS [Initial Here]

PAYMENT BREAKDOWN: GUARANTEED GUEST COUNT DUE 7 BUSINESS DAYS BEFORE EVENT DAY, FINAL BALANCE DUE ON EVENT DAY.

Payments received after the above date will be charged a 10% late fee on the entire value of the invoice.

FORCE MAJEURE: Neither party shall be responsible for failure to perform this contract if circumstances beyond their control, including but not limited to Acts of God as hurricanes, flooding, earthquakes, fires, etc, as well as any government intervention, civil disorders, terrorism or other emergencies from governmental authority, or declared war in the United States that make it illegal or impossible for HHC to hold the event.

RS [Initial Here]

Last Minute Changes or Additlons: There will be a 15% charge per person for changes that occur 72hrs or less before the event. Any labor adjustments will be charged on a separate invoice.

CANCELLATION POLICY: Due to advanced food, beverage, rental, and other item ordering necessities, functions canceled at least 14 days prior will receive the 50% deposit as credit toward a future event.

Events canceled between 14 days & 48 hours will accrue only the 50% non-refundable deposit & will not be responsible for the remaining balance.

Events canceled within 48 hours will still require full payment.

SOCIAL MEDIA POLICY: Please check if you would not like photos of your business to be posted on our social media. We appreciate your support to help us grow, but here at HHC we respect your privacy.

RS

TS [Initial Here]

If either party undertakes litigation against the other party to enforce or interpret this agreement, the prevailing party shall be entitled to recover from the other party reasonable attorney fees and court costs incurred. The prevailing party shall be determined under Civil Code § 1717(b)(1) or any successor statute.

TS



Event / Catering Contract

Invoice #: E05506

Status: Tentative

Revised on: 2/13/2019

Handheld Catering

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Client/Organization Stanford NBER	Event Date 3/15/2019 (Fri)	Booking Contact Rossannah Reeves	Site Contact Rossannah Reeves	Event # E05506
Address 366 Galvez Street		Booking Tel	Site Tel	Act Guests 65
Party Name F/S Conference	Theme Conference	Sales Rep Anna Pyczak	Category Business	

PRICING BASED ON MINIMUM GUARANTEED GUEST COUNT OF 65. ESTIMATED COST PER GUEST: 71.75. ANY CHANGES TO GUARANTEED GUEST COUNT MUST BE MADE NO LATER THAN 72 HOURS BEFORE EVENT DATE. CANCELLATION CHARGES MAY APPLY.

Site Locations

Site Name	Site Address	Site Telephone
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Continental Breakfast - Friday, March 15, 2019 - 8:00 am

SIEPR Building 366 Galvez, Stanford, ca 94305 () -

Directions

Lunch Buffet - Friday, March 15, 2019 - 12:00 pm

SIEPR BUILDING 366 Galvez Street, Stanford, CA 94305 () -

Directions

Event Times

Departure	Arrival	Start	End	Description	Type
6:30 am	7:00 am	8:00 am	3:00 pm	Continental Breakfast	On-Premise
10:15 am	11:00 am	12:00 pm	3:00 pm	Lunch Buffet	Off-Premise
NA	NA	8:00 am	8:00 am	Labor and Rentals	

Food/Service Items

Food/Service Items	Price	Qty	Total
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Continental Breakfast - Friday, March 15, 2019 - 8:00 am

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8:00AM Breakfast Buffet	13.00	65	845.00
Fresh Fruit Salad (VEGAN)			
Bacon and Swiss Frittata Bites (GF)			
BYO Bagel Bar:			
Assorted Sliced Bagels			
Plain Cream Cheese, Salmon Cream Cheese, Herb Cream Cheese			
Butter and Jam			

Coffee and Tea Service - All day	5.00	65	325.00
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Biodegradables (10" Plates, Forks, Knives, Napkins, Coffee Cups, Beverage Cups, Cocktail Napkins)	1.50	65	97.50
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HHC EQUIPMENT PACKAGE

10:30 AM and 11:00 AM Break			
Refresh Morning Buffet and Coffee			
Soft Drinks and Mineral Water, Lemon and Mint Infused Water in a Glass Dispenser	2.50	65	162.50

Delivery Fee	60.00	1	60.00
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Lunch Buffet - Friday, March 15, 2019 - 12:00 pm

12:00 PM Lunch	16.00	65	1,040.00
~ Caesar Salad - Romaine Hearts, Homemade Croutons, Parmesan Cheese, and a Classic Caesar Dressing			
~ 3 Bean Salad: Cannellini Beans, Red Kidney Beans, Green Beans and Basil (GF, VEGAN)			
~ Lasagna Bolognese			

Desserts : Italian Butter Cookies and Mini Chocolate Tarts	3.00	65	195.00
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Refresh Beverages:			
~ Coffee and Tea			
~ Soft Drinks, Mineral Water	2.50	65	162.50
~ Infused Water with Lemon and Mint			

Biodegradables (Lunch Plates, Dessert Plates, Forks, Knives, Napkins, Coffee Cups, Beverage Cups, Cocktail Napkins)	1.50	65	97.50
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HHC EQUIPMENT PACKAGE

Delivery Fee	60.00	1	60.00
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Labor and Rentals - Friday, March 15, 2019 - 8:00 am

Estimated Labor	320.00	1	320.00
(1) Captain for 8 hours of Service 6:30 am - 2:30 pm			

Linens with Delivery	200.00	1	200.00
(4) 8' Drapes for beverage station and buffet			
(5) 132" Rounds			

Subtotal	3,565.00	Tax (9%)	385.02
Serv Chg (20%)	713.00	Gratuity (0%)	0.00
Total Value	4,663.02	Paid	0.00
Per Guest	71.75	Balance	4,663.02

Name on Card _____

Credit Card No. _____ Exp _____ Sec. Code _____

Billing Address _____ ZIP Code _____

Authorized Signature _____ Date _____

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