



Event / Catering Contract

Invoice #: E05312

Status: Tentative

Revised on: 1/11/2019

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 2/8/2019 (Fri)	Booking Contact Rossannah Reeves	Site Contact Rossannah Reeves	Event # E05312
Address 366 Galvez Street		Booking Tel	Site Tel	Act Guests 155
Party Name IO and Insurance	Theme Conference	Sales Rep Anna Pyrczak	Category Business	

PRICING BASED ON MINIMUM GUARANTEED GUEST COUNT OF 155. ESTIMATED COST PER GUEST: 65.06. 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, February 08, 2019 - 8:30 am

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

Directions

Lunch Buffet - Friday, February 08, 2019 - 12:30 pm

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

Directions

Event Times

Departure	Arrival	Start	End	Description	Type
6:30 am	7:00 am	8:30 am	12:30 pm	Continental Breakfast	On-Premise
10:45 am	11:30 am	12:30 pm	5:00 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, February 08, 2019 - 8:30 am

E05312 - Stanford NBER

8:30AM Breakfast in Lobby, Double Sided Buffet 13.00 140 1,820.00
Fresh Fruit Salad (VEGAN)
French Toast "Strata" (Veg)
BYO Bagel Bar:
Assorted Sliced Bagels
Plain Cream Cheese, Salmon Cream Cheese, Herb Cream Cheese
Butter and Jam

Coffee and Tea Service - All day - 2 stations in 130 and Lucas 5.00 155 775.00

Biodegradables (10" Plates, Forks, Knives, Napkins, Coffee Cups,
Beverage Cups, Cocktail Napkins) 1.50 155 232.50

HHC EQUIPMENT PACKAGE

10:00AM and 11:15AM Break
Refresh Morning Buffet and Coffee
Soft Drinks and Mineral Water, Lemon and Mint Infused Water in a Glass
Dispenser 2.50 155 387.50

Delivery Fee 60.00 1 60.00

Lunch Buffet - Friday, February 08, 2019 - 12:30 pm

12:30 PM Lunch 16.00 155 2,480.00
1 Buffet at SIEPR Lobby for 90 ppl
1 Buffet at Lucas for 65 ppl

- ~ Caesar Salad - Romaine Hearts, Homemade Croutons, Parmesan
Cheese, and a Classic Caesar Dressing
- ~ Penne Pasta and Cheese Tortellini
- ~ Grilled Zucchini and Yellow Squash (VEGAN, GF)
- ~ Meatballs with Pomodoro Sauce
- *** some pomodoro Sauce on the side - for vegetarians
- ~ Shredded Parmesan

Desserts : Lemon and Rosemary Cookies and Italian Butter Cookies 3.00 155 465.00

Refresh Beverages:
~ Coffee and Tea
~ Soft Drinks, Mineral Water 2.50 155 387.50
~ Infused Water with Lemon and Mint

2:30 PM Break - Refresh Desserts and Beverages
3:45 PM - Refresh Beverages

Biodegradables (Lunch Plates, Dessert Plates, Forks, Knives, Napkins,
Coffee Cups, Beverage Cups, Cocktail Napkins) 1.50 155 232.50
HHC EQUIPMENT PACKAGE



Delivery Fee 60.00 1 60.00

Labor and Rentals - Friday, February 08, 2019 - 8:00 am

Estimated Labor 560.00 1 560.00
 (1) Captain for 8 hours of Service 7am - 3 pm, (1) Server for 8 hours of Service 7am - 3 pm,

Linens with Delivery 250.00 1 250.00
 (8) 8' Drapes for beverage station and buffet - both locations

Subtotal	7,710.00	Tax (9%)	832.68
Serv Chg (20%)	1,542.00	Gratuity (0%)	0.00
Total Value	10,084.68	Paid	0.00
Per Guest	65.06	Balance	10,084.68

Name on Card ROBERT SHANNON

Credit Card No. 3782628678 84033 Exp 9.23 Sec. Code 9625

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

Authorized Signature  Date 1.16.18

***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 Additions: 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.

 [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.



Event / Catering Contract

Invoice #: E05315

Status: Tentative

Revised on: 1/11/2019

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 2/9/2019 (Sat)	Booking Contact Rossannah Reeves	Site Contact Rossannah Reeves	Event # E05315
Address 366 Galvez Street		Booking Tel	Site Tel	Act Guests 155
Party Name IO and Insurance	Theme Conference	Sales Rep Anna Pyrczak	Category Business	

PRICING BASED ON MINIMUM GUARANTEED GUEST COUNT OF 155. ESTIMATED COST PER GUEST: 68.02. 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 - Saturday, February 09, 2019 - 8:00 am

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

Directions

Lunch Buffet - Saturday, February 09, 2019 - 12:30 pm

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

Directions

Event Times

Departure	Arrival	Start	End	Description	Type
6:00 am	6:30 am	8:00 am	11:30 am	Continental Breakfast	On-Premise
10:45 am	11:30 am	12:30 pm	5:00 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 - Saturday, February 09, 2019 - 8:00 am

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E05315 - Stanford NBER

8:00AM Breakfast Buffet: 1 Buffet at SIEPR Lobby for 90 ppl 1 Buffet at Lucas for 65 ppl	13.00	155	2,015.00
Fresh Fruit Salad (VEGAN) Mini Danish: Apple and Cheese, Mini Blueberry Muffins, Chocolate and Plain Croissants Served with Butter and Jam Individual Greek Yogurt Cups - Assorted Flavors Served with a Bowl of Granola			
Coffee and Tea Service - All day - 2 stations in 130 and Lucas	5.00	155	775.00
Biodegradables (10" Plates, Forks, Knives, Napkins, Coffee Cups, Beverage Cups, Cocktail Napkins)	1.50	155	232.50
HHC EQUIPMENT PACKAGE			
10:10AM and 10:45AM Break Refresh Morning Buffet and Coffee Soft Drinks and Mineral Water, Lemon and Mint Infused Water in a Glass Dispenser	2.50	155	387.50
Delivery Fee	60.00	1	60.00
<u>Lunch Buffet - Saturday, February 09, 2019 - 12:30 pm</u>			
Lunch Buffet: 12:20 PM Buffet at SIEPR Lobby for 90 ppl 12:00 PM Buffet at Lucas for 65 ppl	16.00	155	2,480.00
- Greek Salad (Veg)(GF)- with Feta Cheese, Kalamata Olives, Shaved Red Onion, Tomatoes and Cucumbers on a Bed of Lettuce tossed with Extra Virgin Olive Oil, Lemon Juice, Oregano, Salt and Pepper		155	
- Turkey Sandwich with Pesto, Sundried Tomatoes, Provolone Cheese, Arugula and Garden Greens on Sliced Wheat Bread		40	
- Roast Beef Sandwich		45	
- Ham and Cheese on a Baguette		40	
- Caprese Sandwich - Sliced Fresh Mozzarella Cheese, Tomato, Basil Leaves, Pesto Aioli, on Ciabatta Bread		30	
- Whole Fruit		155	
Desserts : Brownies and Blondies	3.00	155	465.00
Refresh Beverages: ~ Coffee and Tea ~ Soft Drinks, Mineral Water ~ Infused Water with Lemon and Mint	2.50	155	387.50

Biodegradables (Lunch Plates, Dessert Plates, Forks, Knives, Napkins, Coffee Cups, Beverage Cups, Cocktail Napkins, To Go Boxes) HHC EQUIPMENT PACKAGE	2.50	155	387.50
Delivery Fee	60.00	1	60.00

Labor and Rentals - Saturday, February 09, 2019 - 8:00 am

Estimated Labor (1) Captain for 8 hours of Service 6:30am - 2 pm, (1) Server for 8 hours of Service 6:30am - 2 pm,	560.00	1	560.00
Linens with Delivery (8) 8' Drapes for beverage station and buffet - both locations	250.00	1	250.00

Subtotal	8,060.00	Tax (9%)	870.48
Serv Chg (20%)	1,612.00	Gratuity (0%)	0.00
Total Value	10,542.48	Paid	0.00
Per Guest	68.02	Balance	10,542.48

Name on Card ROBERT SHANNON

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