



WOLFGANG PUCK
CATERING

August 6, 2018

Rob Shannon
National Bureau of Economic Research
1050 Massachusetts Ave
Cambridge , MA 02138

Dear Mr. Shannon:

Newseum, Inc. and Wolfgang Puck Catering ("WPC") look forward to your upcoming event, and are pleased to confirm your reservation on a definite basis.

THIS AGREEMENT is made and entered into Monday, August 6, 2018 by and between Newseum, Inc., WPC, and National Bureau of Economic Research ("Client").

The reservation date and cost proposal are provided in Attachment A of this Agreement. If this Agreement and the details on Attachment A meet with your approval, please provide us with a signed copy of this Agreement together with the deposit set forth below. Newseum and WPC will countersign Agreement upon receipt of both the signed contract and deposit. Checks for the Fee and the food and beverage charges should be payable to WPC. This will confirm the booking of your event above as definite subject to the rules and regulations of the Newseum and WPC as follows:

DEPOSIT, FEES, & CHARGES

Client agrees to pay a fee for use of the Premises (the "Fee") for the stated purpose on the date(s) and time(s) indicated on Attachment A. Client agrees to pay a 50% non-refundable deposit upon execution of this Agreement, identified in Attachment A, which will be credited against the Fee. Client also agrees to pay a 50% non-refundable deposit for the minimum food and beverage charge, exclusive of applicable tax and labor charges, upon execution of this Agreement, as set forth in Attachment A. This amount will be credited against the food and beverage minimum. Newseum and WPC will countersign Agreement upon receipt of deposit. Checks for the Fee and the food and beverage charges should be payable to "WPC."

The above payments are non-refundable except as otherwise expressly provided under the section entitled "Cancellation."

Client Initial RS

Sales Manager Initial _____

RULES & REGULATIONS

CATERER: The Newseum has an exclusive agreement with WPC. WPC will provide all food, beverage, and service of same. Pricing and menu can be obtained from the WPC Sales Manager.

MENU: It is necessary to finalize your detailed menu no less than thirty (30) business days prior to the date of your event. We recommend that our guests refrain from any menu changes seven (7) business days prior to the function in order to insure the best possible quality product available. Should menu changes be made within seven (7) business days, an additional fee may apply.

FOOD: Newseum and WPC prohibit food, alcoholic beverages, and other beverages from being brought into the facility and prohibit the removal of food and beverages from the premises by the Client, guests or employees. All prices quoted are those in effect at the time of Agreement signing and may be subject to increase due to changes in food, beverages, labor and other costs. Client shall review any reasonable substitutions in menu as determined by WPC due to increased costs or lack of availability in advance and for approval by Client and Executive Chef. Client to approve all changes.

GUARANTEE: A guaranteed number of guests are required for all functions no later than five (5) business days prior to the event, subject only to increase, and charged accordingly. The guaranteed number of guests must not decrease more than 10% from the original estimated number of guests, which is listed in Attachment A to this agreement. We will accommodate any last minute attendees at all seated events by giving a 5% allowance in food preparation over the guaranteed number. This 5% overage is not applicable for buffet meals, hors d'oeuvre receptions, or events of 20 or fewer guests. Should the Client not provide WPC with the guarantee in a timely manner, the estimated attendance on the Agreement would serve as the guarantee.

FUNCTION SPACE: Events such as yours are an important way in which the Newseum advances its educational mission. Accordingly, we highly recommend that your guests make full use of the Newseum exhibits and galleries, and our staff is ready to assist in this. At the same time, the Newseum reserves the right to reassign function space provided the revised space adequately accommodates your function requirements. The Newseum will not change function space except in cases of damage to assigned space. Our staff will contact the Client directly and provide written notice within seven (7) business days if any reassignment becomes necessary. The Newseum will reserve the right to close any exhibit at any time for the safety of our visitors and staff. The Newseum does not guarantee that any specific exhibit or temporary gallery will be available for viewing during your event.

Reassignment of function space would only occur if assigned space experienced a problem that cannot be resolved before the event. WPC will notify Client of any changes in space for approval. We will NOT reassign space to accommodate another event.

ACCESS TO BUILDING: The Group Entrance located on C Street is the Newseum's only 24 hour entrance. If you need access to the Newseum prior to 7a.m. you may use this entrance with advanced written notice. Anyone using this entrance before the Newseum opens to the public at 9 a.m. will be subjected to security screening and required to wear a wristband issued by the Newseum's security staff. The purpose of the wristband is to identify a person who has been through security screening and is authorized to be in the building prior to public hours. Any credentials issued to event attendees may be substituted for the wristband.

If you need access to the building prior to 7a.m. and you would prefer to enter at 6th street, special arrangement can be made to accommodate your access need for a nominal fee.

Client Initial PS

Sales Manager Initial _____

FINAL PAYMENT: A final payment is due (10) business days prior to the event if paying by check or (5) business days if paying by credit card on the date specified on Attachment A. The food and beverage charge shall be based upon the guaranteed number of guests and shall be adjusted to reflect any modifications to the original proposal. In addition, full payment for any estimated charges for labor, equipment, audio visual and any other event related charges are due no less than (10) business days prior to the event if paying by check or (5) business days if paying by credit card, with final payment of any adjusted or incremental charges related to same to be paid on the date of the event by credit card or check.

Payments made by check that are not honored by the bank will incur a returned check fee of \$50 or five percent (5%) of the check amount whichever is greater. Returned check reimbursement payments must be in the form of cash, cashier's check, certified funds or money order.

NOTE: Any additional charges incurred during the event will be paid at the end of the event via credit card or cashiers check. In the event that additional food, beverage or other services are provided at the request of the Client, Client will receive an itemized invoice with all of the these charges, which will become due under this Agreement, even though not specifically provided for herein. The Newseum and WPC requires that a credit card authorization form be filled out, signed and returned thirty (30) business days prior to the function, to be kept on file for above-mentioned purposes. Costs related to florists, entertainment, valet parking, and other items related to the event are the sole responsibility of the Client.

PROMOTIONAL MATERIAL AND PRESS: The Senior Vice President/Conference and Special Services MUST approve all written material pertaining to the event, including use of the Newseum and WPC logo, website, and/or name before sending out. Materials will be reviewed to confirm correct date, time, address and contact information. This includes press releases, save-the-date cards, invitation copy, letter of invitation, promotional materials, brochures, programs, signage at the event, etc. Please provide the Newseum with final copies of printed materials.

Please provide your catering manager with the name of your organization's media contact. The Newseum's media relations department will forward any press inquiries to the media contact you have provided. The Newseum welcomes news media coverage of your event, and will supply technology support for press conferences, webcasts, teleconferences, television broadcasts or any other needs. Any audio visual requirements for your event will be charged accordingly.

NOTE: The Newseum is a non-profit entity and a public charity with a mission to educate about the five freedoms of the First Amendment: religion, speech, press, petition, and assembly. Our work is supported largely by donors, including the Knight Foundation, our largest donor to date. Our Gift Agreement with the Knight Foundation requires that clients renting the Newseum's Knight Studio, Knight Studio on Pennsylvania Avenue and/or Knight Conference Center must:

1. Note on all invitations, promotional materials and signage that the event is taking place in the Knight Studio at Newseum, the Knight Studio on Pennsylvania Avenue at the Newseum and/or the Knight Conference Center at the Newseum.
2. Verbally include in welcoming remarks that the event is at/or is coming from the Knight Studio at the Newseum, the Knight Studio on Pennsylvania Avenue at the Newseum and/or the Knight Conference Center at the Newseum.
3. Provide visual recognition that the event is taking place in the Knight Studio at the Newseum, the Knight Studio on Pennsylvania Avenue at the Newseum and/or the Knight Conference Center at the Newseum. This can be fulfilled by choosing one or more of the following options: a) Knight Studio or Knight Conference Center podium sign; b) Knight Studio louvers; c) the Knight Conference Center step and repeat backdrop; d) a slate that reads "Knight Studio at the Newseum" or "Knight Conference Center at the Newseum."

OVERTIME & ADDITIONAL FEES: Client will be responsible for any overtime costs incurred by the Newseum. Client must notify the Catering Manager of any overtime needs 24 hours in advance of the event. Last minute requests will be considered, but may not be granted.

ADDITIONAL COSTS INCURRED (each hour over designated time):

- *Visitor Services Staff: \$18 per hour
- *Security: \$500 (flat fee)
- *Cleanup: \$300 (flat fee)
- *Space: \$500 (flat fee)
- *Broadcast/AV: Charged accordingly (in advance)
- *Service staff wages: Charged accordingly
- *Other: Charged accordingly

BROADCAST/AUDIO VISUAL: The Newseum facilities include state-of-the-art technology and audio visual resources. Any audio-visual requirements for your event will be charged accordingly. If the services you need are not available in-house, our Broadcast team will work with an outside vendor to provide for your needs, or Client may contact a vendor that you are familiar with. The Newseum Broadcast audio-visual staff must approve and coordinate outside vendor's needs and equipment. Newseum Broadcast team will also review and approve all content to be shown on the 40 x 22 ft video screen. A fee may be charged for use of outside vendors retained at Client's request or with Client's consent. Please note that food and beverages are not permitted in the Broadcast Control Rooms A or B. Please see page 10 of 10 for additional Broadcast/Audio Visual details.

Please submit your electronic signage to your Newseum Event Manager no later than (5) business days prior to your event. File should be a 1080x1200 jpeg oriented portrait.

RETAIL: The retail store can be available during your event with at least two weeks advance notice at a flat fee of \$500. The retail operator will make arrangement to prepackage gift bags for your guests in advance of your event.

VENDORS: Neither Newseum nor WPC endorses the use of any vendor, but there are several vendors familiar with the Newseum. Please contact our Catering Manager for suggestions. Newseum reserves the right of final approval of entertainment and any other vendors selected for the event as well as all decorations and lighting brought into the premises. All vendors must enter from the loading dock on C Street.

SECURITY AND MAINTENANCE: Newseum security guards, to the extent deemed necessary by the Newseum, will be on duty and present during an event. If Newseum, in its sole but reasonable discretion, deems additional security guards are necessary, Client will be required to pay the necessary cost. Client should notify Catering Manager of any VIP's requiring special entry or secret service in attendance. All security sweeps must be scheduled in advance.

LIABILITY: The Client agrees to assume all responsibility for any injury to persons attending the event or loss to property, and agrees to assume responsibility for damage to or theft of property in the Newseum and the premises and its artistic and other contents by anyone attending said Client event, to the extent that any such occurrence is not caused by the negligence or willful misconduct of the Newseum or WPC. In accordance with and to the extent of the Client's comprehensive general liability insurance required to be maintained for the event, Client shall indemnify, hold harmless and defend Newseum and WPC against any and all claims, liability, loss, damage or expense incurred as a result of Client's use of the Premises for the event, except to the extent caused by the negligence or willful misconduct of Newseum or WPC.

The Newseum shall in no way be liable for its failure to perform or provide any services due to causes beyond its control including, without limitation, acts of God, fire, explosion, accident, strike or injunction. The Newseum and WPC will not be responsible for the loss of or damage of merchandise or articles left in the Newseum prior to, during or following the event. Any charges or damages resulting from the use of an outside vendor for the event, at Client's request or with Client's consent (i.e. floral, entertainment, audiovisual, etc.), shall be the sole responsibility of the Client.

FORCE MAJEURE: Each party's performance shall be excused during the period of any "condition of force majeure." The term "condition of force majeure" shall mean an unforeseeable event which is beyond the control of the parties and that makes it impossible or illegal for such party to perform its obligations hereunder (i.e., such as the closure or

destruction of the facility). In no event shall any weather related condition causing transportation difficulties be considered a condition of force majeure, unless the District of Columbia declares a state of emergency and closes operation. An event cancelled due to a condition of force majeure shall be rescheduled, if at all possible, as soon as practical once the period of any condition of force majeure has passed.

INSURANCE: Client agrees to provide comprehensive general liability insurance on an occurrence basis and must list the event date with the Newseum, Freedom Forum and WPC as additional insureds in the amount of \$2,000,000, under such policy for the duration of the event. The certificate of insurance must be provided prior to the event. In NO case will the facility be available without this coverage.

The Newseum and WPC reserve the right to inspect and supervise all private functions. Client agrees to begin its function at the scheduled time and agrees to have its guests, invitees and other persons vacate the designated function space at the closing time indicated. Should the event exceed the closing time indicated herein, there will be additional fees as stated in Overtime and Additional Fees.

SET UP & TIME: Set up for events in the Newseum (Great Hall, exhibits and galleries) cannot begin before closing time of 5:00 p.m., and events may not be scheduled to begin earlier than 6:30 p.m. Often we will have an opportunity to begin some setup earlier, but that depends on the daytime visitation volume. The Newseum will work closely with our Operations department to provide any areas that may be set up earlier than 5:00 pm. Events held in the Conference Center, levels 7, 8 and the Newseum 2nd floor private dining will have more flexibility on set up time. Should the Client wish to reserve the room at an earlier time, an additional fee may be incurred. ALL events must end no later than 12 midnight. For time extension, please refer to Overtime and Additional Fees.

Client vendors are responsible for all preparation, materials brought into the building, and removal. Further, in no case may any vendor's equipment or supplies be left in the building after the conclusion of the event or for later pick up. Neither the Newseum nor WPC will be responsible for any lost or stolen supplies or equipment. This is the responsibility of the Client.

RESETS: Client will be charged a \$500 reset fee if event setup is changed 48 hours prior to event start time.

NEWSEUM OBLIGATIONS

- * Uniformed Security personnel on site during the event.
- * Special Events staff member on-site and available during the event.
- * Cleaning service and trash removal

PARKING: The Newseum offers safe and affordable parking inside our building at 555 Pennsylvania Avenue, NW. Entrance to parking is located on C Street, just past the Group Entrance. For information go to www.newseum.org, select Visit at the top of the page, followed by selecting Getting There. For additional information, please call Monumental Parking at 202-833-9357.

The Newseum will assist you in selecting a local Valet Service for final approval by Newseum and WPC.

NOTE: The District Department of Transportation (DDOT) has implemented a new law that requires the Newseum to have a permit for all valet parking. This also means that the Newseum must notify DDOT of any valet parking needs at least seventy-two hours (three business days) in advance of event. DDOT will not honor any requests after that time. In order to assure that your valet parking needs in a timely manner, please advise your Catering Manager 120 hours (five business days) in advance of event.

WALKTHROUGH: The Newseum and WPC staff shall have an open line of communication with all vendors. Our staff will conduct a walkthrough two weeks prior to the event to include representatives from the Newseum, WPC and Client's vendors when appropriate. The Client will receive a detailed event memorandum confirming all arrangements.

GUEST LIST: Client shall make sure that the number of guests in attendance does not exceed the limit on the attached floor diagrams. A copy of the guest list, program flow, and any other pertinent information must be sent to the Catering Manager seven (7) days prior to the event.

BUILDING POLICIES

- * Smoking is prohibited in all areas except outdoor terraces during events.
 - * Flash photography is not permitted in certain galleries or exhibit space.
 - * Balloons are not permitted in building.
 - * No food or drink permitted in the following galleries:
 - o Early News/News History Gallery
 - o 9 -11
 - o 6th Floor Changing Exhibit Gallery
 - o Broadcasting Control Rooms A & B
- No person shall carry a firearm or other dangerous weapons or explosives either openly or concealed. The only exception to this rule, are those carried by a duly sworn law enforcement officer performing official duties.
- No alcoholic beverages will be served or consumed on the premises except under special arrangements for special events or in the food court.
- Food and beverage will be permitted in selected galleries.
- One adult chaperone is required for every ten (10) children.
- No throwing or dropping of items from the six (6) levels of the Atrium, bridges or terraces.
- No running.
- No chewing gum permitted in Newseum.
- No sitting on stairs or floors, either inside the Newseum or outside the front entrance.
- Skateboards, rollerblades and bicycles are not permitted.

NOTE: There will be no changes or exceptions to the preceding policies.

CANCELLATION: In the event a function is cancelled other than as a result of Newseum's failure to perform, Client shall be responsible for and pay WPC the following percentages of the estimated charges as liquidated damages and cancellation fee:

- 0 to 30 business days prior to event - 100% of the estimated charges including food/beverage, equipment, other event related charges, and room charge.
- If event is cancelled 15 or more business days out, Client will not be responsible for Catering labor, A/V labor, A/V equipment, nor A/V charges.
- 30 business days to 6 months prior to event - 75% of the estimated charges including food/beverage and room charge.
- 6 months prior - 50% of the estimated charges including food/beverage and room charge.

Client acknowledges that the Newseum and WPC shall incur expenses and post deposits for Client's event. Client also acknowledges that it would be impractical or extremely difficult to fix the actual damages suffered by WPC in the event of a cancellation of the event, and therefore the amount calculated as set forth above shall be paid to the Newseum and WPC as liquidated damages and not as a penalty or forfeiture, and that such amount is reasonable and equitable under the circumstances. In the event of cancellation by the Newseum, the Newseum will promptly notify Client of same and will refund all Fees and charges paid or on deposit with the Newseum and WPC.

TERMINATION: In the event that the Client does not comply in all respects with the terms and conditions of this Agreement, the Newseum and/or WPC may, upon written notice, terminate this Agreement and retain the non-refundable deposit in mitigation of damages.

ATTORNEY FEES: If either the Newseum, WPC or Client commences or engage, or threatens to commence to engage in, an action by or against the other party arising out of or in connection with this Agreement or the Newseum Facilities, including but not limited to any action for recovery of any charges due and unpaid, to recover possession or for damages

breach of this Agreement, the prevailing party shall be entitled to have and recover from the losing party reasonable attorney fees and other costs incurred in connection with the action and in preparation for said action.

If the Newseum, WPC becomes involved in any action, threatened or actual, by or against anyone not a party to this Agreement but arising by reason of or related to any action or omission of the Client or its representatives, employees, agents, licensees or invitees in connection with the subject event, Client agrees to pay the Newseum, WPC reasonable attorney fees and other costs incurred in connection with the action and in preparation for said action.

INDEPENDENT CONTRACTORS: Each of the parties is an independent contractor. No party is or shall be considered to be, an agent, distributor, partner, joint venturer, fiduciary or representative of the other. No party shall act or represent itself, directly or by implication, in any such capacity in respect of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

ASSIGNMENT: Neither Client or Newseum may assign, transfer or delegate any of its rights or obligations hereunder without the prior written consent of Newseum or Client.


ENTIRE AGREEMENT: This Agreement, including exhibits, constitutes the entire agreement between the parties with respect to the event, supersedes all other oral and written representations, understandings, or agreements relating to the event; and may be amended only by written agreement signed by the parties.

GOVERNING LAW: This Agreement shall be governed by, and construed in accordance with the laws of the District of Columbia (without giving effect to the choice of law principles thereof). Any action based on or arising out of this Agreement shall be brought and maintained exclusively in any court of the District of Columbia or any federal court of the United States, in each case located in the District of Columbia.

Each of the parties hereby expressly and irrevocably submits to the jurisdiction of such courts for the purposes of any such action and expressly and irrevocably waives, to the fullest extent permitted by law, any objection which it may have or hereafter may have to the laying of venue of any such action brought in any such court and any claim that any such action has been brought in an inconvenient forum. If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provisions shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permissible the intent of the parties set forth herein.

If the above arrangements meet your approval, please sign and return this Agreement by **08/20/2018**. Upon signature by representatives of the equal and participation parties, the deposit from the Client and this letter of Agreement, this will constitute a firm and definite Agreement.

We look forward to discussing the menu, staffing, audio-visual and equipment in detail, as well as any other special arrangements we may assist you with.

National Bureau of Economic Research (Client)	Newseum
 8-16-18 Authorized Signature and Date	 Authorized Signature and Date

Wolfgang Puck Catering
 Authorized Signature and Date

Remit to: Wolfgang Puck Catering at Newseum

555 Pennsylvania Avenue, NW
 Washington, DC 20001
 Telephone: 202.292.6100
 Fax: 202.292.6245

Attachment A: Event Summary

Detailed Event & Cost Proposal

Client Account #: 83910-1

NBER Research and Innovation in Agriculture Meeting

NBER Research and Innovation in Agriculture Meeting						
Date	Time	Location	Function	#	Room Rental	Minimum
Fri, 5/17/19	8:00am-2:00pm	8th Floor Knight Conference Center	Event Reservation	50	\$4,500.00	\$4,000.00

Fee Payment Summary:

NEWSEUM FEE: \$4,500.00

MINIMUM FOOD AND BEVERAGE REQUIREMENT: \$4,000.00

(Exclusive of applicable sales tax)

TOTAL DEPOSIT DUE: \$4,250.00 (08/20/2018)

(50% of Newseum Fee plus 50% of Food and Beverage Minimum are due upon execution of this Agreement)

FINAL PAYMENT DUE: (5/03/2019) if paying by check or wire transfer; (5/10/2019) if paying by credit card

(Balance of Newseum Fee, Food and Beverage, Audio Visual, Taxes, Labor, Equipment and all event related charges is due (10) business days prior to event if paying by check or wire transfer and (5) business days if paying by credit card)

Checks for the Newseum Fee and Food and Beverage charges shall be made payable to Wolfgang Puck Catering.

Audiovisual Guidelines and Policies:

All requests for AV services must be submitted to the Technical Operations Specialist, during normal business hours, no later than 5 business days prior to the event. Extraordinary last minute requests for equipment will be honored, solely, at the discretion of the Technical Operations team.

While the Newseum does allow clients to contract separately with outside AV vendors, a Newseum AV technician is required to be on-site throughout the duration of load-in and the event. If an outside AV vendor is contracted, all information related to AV support for an event must be submitted to the Technical Operations Specialist office no later than five (5) business days prior to the event. This includes load-in and load-out schedules, production schedules, power requirements, and any room layout or CAD drawings. Outside AV companies are not permitted to use Newseum equipment.

Once an event has begun, no changes will be made to the AV components of an event. The AV technicians will not accept last minute videos, DVDs, etc. All files for printing must be received no later than five (5) business days in advance.

All speaker presentation files must be received in advance no later than 72 hours prior to the event. All files must be submitted during normal business hours. In rare instances, onsite PowerPoint's will be accepted, but no later than four hours prior to the start of the presentation's session. Optimal presentation of provided media is not guaranteed if received less than 24 hours prior to the events. If your event has multiple PPT presentations, you will be required to create a master deck in 16:9 ratio. All PPTs are required to be in 16:9 presentation ratio.

In-room testing of presentation materials can be accommodated, upon request, based upon the Newseum's event calendar and technician availability. There may be costs associated with having technicians available. Any event over 4 hours required the AV Tech to have an hour break. If that isn't possible, lunch will need to be provided.

Ample time is needed to do a run through for your event, to have the best presentation. If there is no rehearsal the night prior, we ask that you meet with your AV Tech at least 30 minutes prior to your event.

Thank you for your understanding and adherence to our policies and guidelines. We want your event at the Newseum to be a total success, and we look forward to working with you!

Newseum Security – Event Related Costs:

We have made some changes in Newseum Security that will have monetary impact on our Clients moving forward. Please note that Metro Police Department requests are a separate topic.

There are some baseline security policy/procedures that will incur additional charges for your event. When necessary, additional security will be scheduled to service your event needs.

Each officer is scheduled for a minimum of our (4) hours at an hourly rate of \$30.72, equaling \$122.88 per officer.

Magnetometer screening is required at the Group and Pennsylvania Avenue entrances during the following times:

<u>Group Entrance</u>	:	Monday-Saturday	8am – 5 pm
		Sunday	9am – 5 pm

****Note:** Group Lobby desk staffed 24 hours a day, 7 days a week

<u>Pennsylvania Ave:</u>	Monday-Saturday	8am – 5 pm
	Sunday	9am – 5 pm

Use of these entry points outside of the above hours will require additional security officers to be scheduled. The number of additional officers will be determined by the number of guests entering the building. **See Echo Packages*

Freedom Forum Entrance – 6th Street

- Lobby is open from 7a-11p, daily. Opening early or closing later requires an officer to be scheduled, creating an additional cost.
- Conference Center events that request/require screening will incur an additional cost.
- Newseum events that use 6th St/Freedom Forum gray doors as an entrance that request/require screening will incur an additional cost.

Loading Dock

- The loading dock is staffed 7a-11p daily. Opening early or closing later requires an officer to be scheduled, creating an additional cost. **See Echo Packages*

Echo Packages

- An echo package is a detachment of security professionals assigned for the purpose of facilitating an event’s use of Newseum space.
- The standard echo package is 4 officers for a minimum of 8 hours (32 hours) at the hourly rate of \$30.72 equaling \$983.04.
- **Standard echo packages (for evening events) cover Penn Ave as an entrance and the loading dock after 11p for load out.*
- **Standard echo packages do not cover screening/magnetometers.*

****Note: All charges are subject to adjustment once actual man hours worked is established.**

With this general information, Clients should confer with their sales or catering manager to determine the security support required for the event. Newseum Security/Night Operations will make the appropriate notifications and provide budgetary considerations to meet your needs.

Client Initial PS

Sales Manager Initial _____

Credit Card Authorization Form

Event Name:
 Event Date:
 Event Number:
 Salesperson: Christopher Ford

I hereby agree that all specified charges incurred from the above event will be charged to my credit card as shown below.

- Deposit/Reservation Fee
- Food & Beverage Charges
- Broadcasting/Audio Visual Equipment/Telephone Lines & Related Charges
- Room Rental
- All Charges Incurred from Event Above

Type of Card: AMEX Expiration Date: 11/20

Credit Card Number: 3782 6286 78 83035

Card Security Code: 3555

Name on Card: ROBERT SHANNON

Billing Address: 1050 MASS AVE, CAMBRIDGE, MA
02138

Signature: [Signature] Daytime Phone: 6175880384

Printed Name: ROB SHANNON Date: 8/16/18

For Office Use Only:

Date:							
Amount:							

Please return with a clear copy of front and back of card.

Client Initial: RS

Sales Manager Initial: _____

