



Royal Sonesta Boston

BEO for: NBER Summer Institute Week 1
Event Date: Wednesday, July 10, 2019

BEO #: 22,556
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Printed: 6/25/2019
Folio #: 0704NBERW1

Account: National Bureau of Economic Research - NBER	Cat/CS Mgr: Jessica Duffy
Contact: Mr. Carl Beck	Billing: To Master
On-Site: Mr. Rob Shannon	Market Seg: Association
BEO Name: NBER Summer Institute Week 1	PM #: 0
Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/10/2019 2:50 PM - 9:00 PM	ArtBar & ArtBar Patio	Set up	Rounds of 10	140			
Wed, 7/10/2019 3:00 PM - 6:00 PM	Riverside Terrace - Ou	Set up	Rounds of 10	205			
Wed, 7/10/2019 5:00 PM - 10:00 PM	Grand Ballroom - Wes	Clambake Dinner	Rounds				
Wed, 7/10/2019 5:00 PM - 10:00 PM	Skyline Suites - West	Clambake Backup	Reception				
Wed, 7/10/2019 6:00 PM - 9:00 PM	University BC - East T	Clam Bake Buffet	Rounds of 10	80			
Wed, 7/10/2019 6:00 PM - 9:00 PM	Riverside Terrace - Ou	Clam Bake Buffet	Rounds of 10	100			
Wed, 7/10/2019 6:00 PM - 9:00 PM	ArtBar & ArtBar Patio	Clam Bake Buffet	Rounds of 10	100			

guarantee 475 including 19 vegetarians

Menu Requirements

Serve: 6:30 PM to 9:30 PM Room: University BC - East Tower,

NEW ENGLAND CLAM BAKE

- Napa Coleslaw with Poppyseed Dressing
- Grilled Chicken with Citrus BBQ Glaze
- WhiteWine and Garlic Steamed Littleneck Clams and Mussels
- Steamed 1 1/4 Pound Maine Lobster, Drawn Butter (1 per person)
- VEGETARIAN OPTION: Spiced Tofu w/vegetables
- New Potatoes with Fresh Herbs
- Sweet Corn on the Cob
- Housemade Corn Bread and Country Rolls with Whipped Honey butter

~~~~~  
 Displayed in 2 Locations at 8:00PM:  
 Shortcake Stations - To Include a Variety of Fresh Berries and Whipped Cream  
 Freshly Brewed Coffee, Decaffeinated Coffee, Mighty Leaf Assorted Teas

@ \$87.95 Per Person

Reception is 6:00PM - 6:30PM - There is no food during the reception

Please include (20) vegetarians

## Beverage Requirements

Event: 6:00 PM to 9:00 PM Room: University BC - East Tower,

- Host Bar Limited: Reception 6:00PM - 7:15PM *Cash bar throughout*
- Douglas Hill Merlot @ \$39.00 /bottle
- Mondavi Sauvignon Blanc @ \$39.00 /bottle
- Imported Beer @ \$7.00 /each
- Domestic Beer @ \$6.00 /each
- Sodas @ \$5.00 /each
- Mineral Waters @ \$5.00 /each

- Offered Throughout Dinner - (Ask before pouring) *Cash bar only*
- Douglas Hill Merlot @ \$39.00 /bottle
- ~~Mondavi Sauvignon Blanc~~ *CHARDONNAY* @ \$39.00 /bottle
- Beers *both* @ \$7.00 /each

Bar will stay open for the reception until everyone is able to have a drink before dinner  
 Wines at the bar will be offered during dinner - have beer/soda available on request

## Setup Requirements

Event: 3:00 PM to 6:00 PM Room: Riverside Terrace - Outdoor

- Riverside Terrace Set Up (Total 221):
- Rounds for the guarantee
- Green Burlap Linens

Final Count is required by 12:00 Noon, 72 business hours in advance of the date of the event. If the count is not received by then, we will use the attendance estimate as the guarantee figure. A 15% Gratuity is added to all functions for payment to the hourly paid wait staff and service employees engaged in the service of the event. A taxable administrative fee of 9% is added to all function and event orders to defer overhead costs. This administrative fee is not a Tip, Gratuity or Service Charge and is not distributed to employees. Massachusetts Meal Tax, currently at 7% is also applied to the food and beverage subtotal and the 9% administrative fee. All other prices subject to applicable taxes. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

Organization Authorized Signature

*7/3/19*  
 Date

Hotel Representative Signature

Date

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**Banq/Soc:** Banquet

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**Billing:** To Master  
**Market Seg:** Association  
**PM #:** 0  
**Exemption:** Food & Bev Exempt

### Miscellaneous

Event: 6:00 PM to 9:00 PM Room: University BC - East Tower,  
6 Bartender(s) / 1 per 75 attendees @ \$150.00  
/bartender

**SET UP NOTES:**

Blue Water Glasses

**Buffets:**

Chicken - Skillet

Clams/Mussels - Oval Tubs

Lobster - Round Tubs

Potatoes - Paella Pan

Corn - Paella Pan

Corn Bread - Small Skillets

Butter - Black Pots outside / Large inside

Tofu - Small

### Setup Requirements

White Napkin - Clambake Fold  
(2) Double Sided Decorated Food Displays - Navy Conference Cloths  
(2) Table Bars  
Rented Chairs from Be Our Guest

Art Bar Patio Set Up (Total 49):  
Existing Art Bar Tables and Chairs  
White Napkin - Clambake Fold  
Double Sided Decorated Food Display - Navy Conference Cloths  
Existing Outside Bar - Remove Bar Stools

Pool Terrace Set Up (Artbar furniture - 22 and BQT - 44):  
Existing Tall Tables & Chairs  
Additional Round Tables - Green Burlap Linen  
White Napkin - Clambake Fold

Art Bar - Inside Set Up (Total 52):  
Existing tables/chairs  
White Napkin - Clambake Fold  
Decorated Food Display set on the Bar

University BC (Total 40):  
Rounds for the guarantee  
Green Burlap Linen or Navy Linen  
White Napkin - Clambake Fold

Dessert Stations:  
Art Bar Patio Buffet will be one double sided dessert station  
One Terrace Buffet will be one double sided dessert station

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### Setup Requirements

University A will be the staging room for the food

### Technology Requirements

All rates are subject to a 7% state tax and 23% service charge. Some setups will incur a setup/breakdown labor charge. Prices are subject to change without notice.

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