



Royal Sonesta Boston

BEO for: NBER Summer Institute Week 2

Event Date: Wednesday, July 17, 2019

BEO #: 23,088

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Printed: 7/10/2019


Folio #: 0707W2NBER

Account: National Bureau of Economic Research - NBER	Cat/CS Mgr: Jessica Duffy
Contact:	Billing: To Master
On-Site: Mr. Rob Shannon	Market Seg: Association
BEO Name: NBER Summer Institute Week 2	PM #: 0
Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/17/2019 2:50 PM - 9:00 PM	ArtBar/ArtBar Patio -E:	Setup	Rounds of 10				
Wed, 7/17/2019 3:00 PM - 6:00 PM	Riverside Terrace - Ou	Set up	See Diagram	200			
Wed, 7/17/2019 5:00 PM - 10:00 PM	Grand Ballroom - Wes	Clambake Backup	Rounds				
Wed, 7/17/2019 5:00 PM - 10:00 PM	Skyline Suites - West	Clambake Backup	Reception				
Wed, 7/17/2019 6:00 PM - 9:00 PM	University BC - East Tr	Dinner - Buffet	Rounds of 10	300			
Wed, 7/17/2019 6:00 PM - 9:00 PM	ArtBar/ArtBar Patio -E:	Clam Bake Buffet	Rounds of 10				
Wed, 7/17/2019 6:00 PM - 9:00 PM	Riverside Terrace - Ou	Clambake Buffet	Rounds of 10	150			

Menu Requirements	Beverage Requirements
<p>Serve: 6:30 PM to 9:30 PM Room: University BC - East Tower,</p> <p>NEW ENGLAND CLAM BAKE</p> <p>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</p> <p>@ \$87.95 Per Person</p> <p>Reception is 6:00PM - 6:30PM - There is no food during the reception</p> <p>Please include (20) vegetarians</p>	<p>Event: 6:00 PM to 9:00 PM Room: University BC - East Tower,</p> <p>Sodas @ \$5.00 /each Mineral Waters @ \$5.00 /each</p> <p>Hosted Soda & Water Cash Beer & Wine - BEO 23,174</p>
	<p>Setup Requirements</p> <p>Event: 5:00 PM to 10:00 PM Room: Grand Ballroom - West Tow</p> <p>Riverside Terrace Set Up (Total 221): Rounds for the guarantee Green Burlap Linens White Napkin - Clambake Fold (2) Double Sided Decorated Food Displays - Navy Conference Cloths (2) Table Bars Rented Chairs from Be Our Guest</p> <p>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</p>

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 _____ Date 7/10/19

 Hotel Representative Signature Date



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On-Site: Mr. Rob Shannon	Market Seg: Association
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Miscellaneous	Setup Requirements
<p>Event: 6:00 PM to 9:00 PM Room: University BC - East Tower, 6 Bartender(s) / 1 per 75 attendees @ \$150.00 /bartender</p> <p>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</p>	<p>Pool Terrace Set Up (Artbar furniture - 22 and BQT - 44): Existing Tall Tables & Chairs Additional Round Tables - Green Burlap Linen White Napkin - Clambake Fold</p> <p>Art Bar - Inside Set Up (Total 52): Existing tables/chairs White Napkin - Clambake Fold Decorated Food Display set on the Bar</p> <p>University BC (Total 40): Rounds for the guarantee Green Burlap Linen or Navy Linen White Napkin - Clambake Fold</p> <p>Dessert Stations: Art Bar Patio Buffet will be one double sided dessert station One Terrace Buffet will be one double sided dessert station</p> <p>University A will be the staging room for the food</p>
	Technology Requirements
	<p>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.</p>

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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 2	PM #: 0
Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/17/2019 6:00 PM - 10:00 PM	Riverside Terrace - Ou	Cash Bar	Existing	300			\$0.00

Menu Requirements	Beverage Requirements
<p>Miscellaneous</p>	<p>Serve: 6:00 PM to 10:00 PM Room: Riverside Terrace - Outdoor</p> <p>BEER & WINE CASH BAR</p> <p>.00 Wine by the Glass @ \$11.25 /glass - Merlot - Chardonnay</p> <p>.00 Sam Adams Lager @ \$8.75 /each .00 Harpoon IPA @ \$8.75 /each .00 Budweiser @ \$7.50 /each .00 Bud Light @ \$7.50 /each</p> <p>CREDIT CARDS MACHINES REQUIRED FOR ALL CASH BARS</p> <p>See BEO 23,088 for bartender fees</p> <p>Setup Requirements</p> <p>Event: 6:00 PM to 10:00 PM Room: Riverside Terrace - Outdoor Existing clambake setup</p> <p>Technology Requirements</p> <p>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.</p>

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