



Kimpton Marlowe Hotel
 25 Edwin H. Land Blvd, Cambridge, MA 02141
 Phone: 617-868-8000 Fax: 617-395-2532

EO#: 19765
 Page 1 of 2

Event Order

Account: NBER	Event Date: Monday, July 22, 2019
Post As: NBER EEE 2019	Contact: Carl Beck
	On-Site:
Account #: Printed: 7/12/2019	Booked By: Kate Hartwig
Tax Exempt: Event Parking: Guests to Pay	Catering:
Payment Method: Direct Bill	Service: Lauren Hendy

Final guarantee is due 72 hours (3 business days) prior to your function. Guest count will be considered final if no guarantee is provided.

Date	Event Time	Room	Function	Setup	Agr	Gtd	Set	Rental
07/22/19	8:30 AM - 9:00 AM	Serrano C	Breakfast	Rounds	140			
07/22/19	8:30 AM - 9:00 AM	Alexis Gallery	Breakfast Overflow	Rounds	80			
07/22/19	8:30 AM - 5:00 PM	Serrano Foyer	All Day Beverage Service	Existing	140			
07/22/19	9:00 AM - 5:00 PM	Serrano AB	General Session	See Diagram	140			
07/22/19	11:00 AM - 11:30 AM	Serrano Foyer	AM Break	Existing	140			
07/22/19	12:30 PM - 1:30 PM	Serrano C	Lunch	Rounds	140			
07/22/19	12:30 PM - 1:30 PM	Alexis Gallery	Lunch Overflow	Rounds	80			
07/22/19	3:30 PM - 4:00 PM	Serrano Foyer	PM Break	Existing	140			

*Guarantee 150
 (Please have 140
 chairs for meeting)*

Menu	Set Up
8:30 AM - 9:00 AM Serrano C <i>Serve Time: 8:30 AM to 9:00 AM</i> Over the Longfellow *CUSTOM* SET IN FOYER Sliced seasonal fruit Assorted Greek yogurts with house made granola Assorted sliced bagels Herb and plain cream cheese Freshly baked muffins, croissants and sticky buns *Please leave non-perishables out for AM break* Chilled orange, grapefruit and cranberry juice La Colombe coffee and assorted Tea & Co tea <i>\$5 per person surcharge for groups under 10</i> 140 People @ \$30.00 Per Person	8:30 AM - 9:00 AM 66" rounds of 10 8:30 AM - 9:00 AM 66" rounds of 10 9:00 AM - 5:00 PM U-shape for 24 with 2 rows of chairs set around the perimeter of U *SEE DIAGRAM Podium Pads, Pens, Candies and Water Service 6' Registration Table with (2) Chairs, Wastepaper Basket & Easel in Foyer
8:30 AM - 5:00 PM Serrano Foyer <i>Serve Time: 8:30 AM to 5:00 PM</i> All day coffee with assorted teas All day La Colombe coffee and assorted Tea & Co service Assorted milks and sweeteners 140 People @ \$15.00 Per Person <i>Serve Time: 8:30 AM to 5:00 PM</i> All Day Beverage Service *estimate only, final bill based on actual consumption* 140 Bottles Assorted Soft Drinks, Still and Sparkling Water @ \$5.00 Each 140 Bottles Bottled juices to include Cran-grape and Apple @ \$6.50 Per Bottle	AV 9:00 AM - 5:00 PM 1 Total Total Audio Visual Charges (including Tax) @ \$.00 Total
11:00 AM - 11:30 AM Serrano Foyer	Notes Miscellaneous

All food and beverage is subject to 15% gratuity, 8% taxable administrative fee and applicable taxes. Room Rental is subject to 7% State and Local Tax and 20% taxable administrative fee. Miscellaneous items are subject to 20% taxable Administrative fee and 6.25% State and Local tax. Audio visual is subject to set up/strike fees and 6.25% tax. Please advise catering of any food allergies prior to your event.
 No outside food or beverage allowed on Hotel Property. Failure to comply with this policy will result in a \$1,000.00 fee.

Organization Authorized Signatory

7/12/19
 Date

Hotel Representative Signature

Date



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EO#: 19765
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Event Order

*Please leave non-perishables from breakfast out for AM Break
 *replenishment of these items may result in an additional fee

12:30 PM - 1:30 PM Serrano C

Serve Time: 12:30 PM to 1:30 PM

Italian Feast *CUSTOM* SET IN FOYER

- House made garlic bread
- Bambara Caesar salad, parmesan croutons
- Sautéed chicken marsala with mushrooms
- Roasted pork loin with fig glaze
- Gemelli pasta with pesto cream sauce and sun dried tomatoes
- Veggie antipasto
- Grated cheese, crushed red pepper
- Olive oil and balsamic vinegar
- Assorted cannoli

Please leave non-perishables out for PM break

La Colombe coffee and assorted Tea & Co teas
 \$10 per person surcharge for groups under 20

140 People @ \$52.00 Per Person

3:30 PM - 4:00 PM Serrano Foyer

*Please leave non-perishables out from lunch for PM Break
 *Replenishment of these items may result in an additional fee

Beverage

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 Organization Authorized Signature

2/12/19
 Date

Hotel Representative Signature

Date



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 Phone: 617-868-8000 Fax: 617-395-2532

EO#: 19766
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Event Order

Account: NBER	Event Date: Tuesday, July 23, 2019		
Post As: NBER EEE 2019	Contact: Carl Beck		
	On-Site:		
Account #:	Printed: 7/12/2019	Booked By: Kate Hartwig	
Tax Exempt:	Event Parking: Guests to Pay	Catering:	
	Payment Method: Direct Bill	Service: Lauren Hendy	

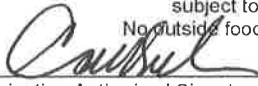
Final guarantee is due 72 hours (3 business days) prior to your function. Guest count will be considered final if no guarantee is provided.

Date	Event Time	Room	Function	Setup	Agr	Gtd	Set	Rental
07/23/19	8:00 AM - 9:00 AM	Serrano C	Breakfast	Rounds	140			
07/23/19	8:00 AM - 9:00 AM	Alexis Gallery	Breakfast Overflow	Rounds	80			
07/23/19	8:00 AM - 4:30 PM	Serrano Foyer	All Day Beverage Service	Existing	140			
07/23/19	8:00 AM - 4:30 PM	Muse Salon	Breakout	See Diagram				
07/23/19	8:30 AM - 4:30 PM	Serrano AB	General Session	See Diagram	140			
07/23/19	10:30 AM - 11:00 AM	Serrano Foyer	AM Break	Existing	140			
07/23/19	12:00 PM - 1:00 PM	Serrano C	Lunch	Rounds	140			
07/23/19	12:00 PM - 1:00 PM	Alexis Gallery	Lunch Overflow	Rounds	80			
07/23/19	3:00 PM - 3:30 PM	Serrano Foyer	PM Break	Existing	140			

*Guarantee 150
 (Please make 160
 chairs for meeting)*

Menu	Set Up
8:00 AM - 9:00 AM Serrano C <i>Serve Time: 8:00 AM to 9:00 AM</i> Over the Longfellow *CUSTOM* SET IN FOYER Sliced seasonal fruit Assorted Greek yogurts with house made granola Assorted sliced bagels Herb and plain cream cheese Freshly baked muffins, croissants and sticky buns *Please leave non-perishables out for AM break* Chilled orange, grapefruit and cranberry juice La Colombe coffee and assorted Tea & Co tea <i>\$5 per person surcharge for groups under 10</i> 140 People @ \$30.00 Per Person	8:00 AM - 9:00 AM 66" rounds of 10 8:00 AM - 9:00 AM Alexis Gallery 66" rounds of 10 8:00 AM - 4:30 PM Muse Salon U-shape for 15 with 2 rows of chairs set around the perimeter of U *SEE DIAGRAM Podium Pads, Pens, Candies and Water Service
8:00 AM - 4:30 PM Serrano Foyer <i>Serve Time: 8:00 AM to 4:30 PM</i> All day coffee with assorted teas All day La Colombe coffee and assorted Tea & Co service Assorted milks and sweeteners 140 People @ \$15.00 Per Person <i>Serve Time: 8:00 AM to 4:30 PM</i> All Day Beverage Service *estimate only, final bill based on actual consumption* 140 Bottles Assorted Soft Drinks, Still and Sparkling Water @ \$5.00 Each 140 Bottles Bottled juices to include Cran-grape and Apple @ \$6.50 Per Bottle	8:30 AM - 4:30 PM Serrano AB U-shape for 24 with 2 rows of chairs set around the perimeter of U *SEE DIAGRAM Podium Pads, Pens, Candies and Water Service 6' Registration Table with (2) Chairs, Wastepaper Basket & Easel in Foyer <div style="text-align: center;">AV</div> 8:30 AM - 4:30 PM Serrano AB

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 No outside food or beverage allowed on Hotel Property. Failure to comply with this policy will result in a \$1,000.00 fee.


7/12/19

Organization Authorized Signature Date Hotel Representative Signature Date



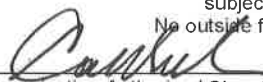
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EO#: 19766
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Event Order

<p>10:30 AM - 11:00 AM Serrano Foyer</p>	<p>1 Total Total Audio Visual Charges (including Tax) @ \$.00 Total</p>
<p>*Please leave non-perishables from breakfast out for AM Break *replenishment of these items may result in an additional fee</p>	<p>Notes</p>
<p>12:00 PM - 1:00 PM Serrano C</p>	<p>Miscellaneous</p>
<p><i>Serve Time: 12:00 PM to 1:00 PM</i> Harvest Lunch Buffet *CUSTOM* SET IN FOYER Mesclun mixed greens with shaved parmesan and balsamic vinaigrette Seasonal soup •Smoked turkey wrap with arugula, cheddar and pesto •Roast beef on a bulkie roll with baby greens, Swiss and horseradish aioli •Balsamic marinated eggplant and roasted pepper sandwich with mozzarella on a baguette Tri-colored fusilli pasta salad with grilled vegetables, feta and fresh herbs Mustard and herb mayonnaise Individual bags of Cape Cod potato chips Assorted cookies and brownies Assorted cookies and brownies *Please leave non-perishables out for PM break* La Colombe coffee and assorted Tea & Co teas <i>\$10 per person surcharge for groups under 20</i> 140 People @ \$52.00 Per Person</p>	
<p>3:00 PM - 3:30 PM Serrano Foyer</p> <p>*Please leave non-perishables out from lunch for PM Break *Replenishment of these items may result in an additional fee</p>	
<p>Beverage</p>	

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 Organization Authorized Signature

2/12/19
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Hotel Representative Signature

Date



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EO#: 19774
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Event Order

Account: NBER		Event Date: Wednesday, July 24, 2019	
Post As: NBER - Real/URB 2019		Contact: Carl Beck	
		On-Site: Carl Beck	
Account #:	Printed: 7/12/2019	Booked By: Kate Hartwig	
Tax Exempt:	Event Parking: Guests to Pay	Catering:	
	Payment Method: Direct Bill	Service: Lauren Hendy	

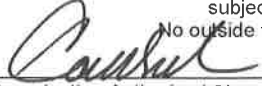
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Date	Event Time	Room	Function	Setup	Agr	Gtd	Set	Rental
07/24/19	7:50 AM - 8:30 AM	Serrano C	Breakfast	Rounds	30	110		
07/24/19	7:50 AM - 8:30 AM	Alexis Gallery	Breakfast Overflow	Rounds	80	80		
07/24/19	7:50 AM - 5:00 PM	Serrano Foyer	All Day Beverage Service	Existing	110	110		
07/24/19	8:20 AM - 5:00 PM	Serrano AB	General Session - Real	See Diagram	110	110		
07/24/19	10:00 AM - 10:30 AM	Serrano Foyer	AM Break	Existing	110	110		
07/24/19	12:00 PM - 1:20 PM	Serrano C	Lunch	Rounds	30	110		
07/24/19	12:00 PM - 1:20 PM	Alexis Gallery	Lunch Overflow	Rounds	80	80		
07/24/19	3:00 PM - 3:30 PM	Serrano Foyer	PM Break	Existing	110	110		

Menu	Set Up
<p>7:50 AM - 8:30 AM Serrano C</p> <p><i>Serve Time: 7:50 AM to 8:30 AM</i></p> <p>Over the Longfellow *CUSTOM* SET IN FOYER</p> <p>Sliced seasonal fruit</p> <p>Assorted Greek yogurts with house made granola</p> <p>Assorted sliced bagels</p> <p>Herb and plain cream cheese</p> <p>Freshly baked muffins, croissants and sticky buns</p> <p>*Please leave non-perishables out for AM break*</p> <p>Chilled orange, grapefruit and cranberry juice</p> <p>La Colombe coffee and assorted Tea & Co tea</p> <p>\$5 per person surcharge for groups under 10</p> <p>110 People @ \$30.00 Per Person</p>	<p>7:50 AM - 8:30 AM</p> <p>66" rounds of 10</p> <p>7:50 AM - 8:30 AM</p> <p>66" rounds of 10</p> <p>8:20 AM - 5:00 PM Serrano AB</p> <p>U-shape for 24 with 2 rows of chairs set around the perimeter of U *SEE DIAGRAM</p> <p>Pads, Pens, Candies and Water Service</p> <p>6' Registration Table w/ (2) Chairs, Wastepaper Basket & Easel in Serrano Foyer</p>
<p>7:50 AM - 5:00 PM Serrano Foyer</p> <p><i>Serve Time: 7:50 AM to 5:00 PM</i></p> <p>All day coffee with assorted teas</p> <p>All day La Colombe coffee and assorted Tea & Co service</p> <p>Assorted milks and sweeteners</p> <p>110 People @ \$15.00 Per Person</p>	<p>AV</p> <p>8:20 AM - 5:00 PM Serrano AB</p> <p>1 Total Total Audio Visual Charges (including Tax) @ Total</p>
<p><i>Serve Time: 7:50 AM to 5:00 PM</i></p> <p>All Day Beverage Service</p> <p>*estimate only, final bill based on actual consumption*</p> <p>110 Bottles Bottled juices to include Cran-grape and Apple @ \$6.50 Per Bottle</p> <p>110 Bottles Assorted Soft Drinks, Still and Sparkling Water @ \$5.00 Each</p>	<p>Notes</p>
<p>10:00 AM - 10:30 AM Serrano Foyer</p>	<p>Miscellaneous</p>

*Guarantee 130
 Please have 140
 chairs for meeting?*

All food and beverage is subject to 15% gratuity, 8% taxable administrative fee and applicable taxes. Room Rental is subject to 7% State and Local Tax and 20% taxable administrative fee. Miscellaneous items are subject to 20% taxable Administrative fee and 6.25% State and Local tax. Audio visual is subject to set up/strike fees and 6.25% tax. Please advise catering of any food allergies prior to your event.
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7/12/19
Date
Date



Event Order

<p>*Please leave non-perishables from breakfast out for AM Break *replenishment of these items may result in an additional fee</p> <p>12:00 PM - 1:20 PM Serrano C</p> <p style="text-align: center;"><i>Serve Time: 12:00 PM to 1:20 PM</i> Cantina *CUSTOM* SET IN FOYER Jicama slaw Carne asada with chimichurri Chicken thighs with mole sauce Soft corn and flour tortillas Shredded lettuce, cheese, guacamole, sour cream and lime wedges Black beans with rice Plantain chips Green tobasco and red tapatio sauce Cinnamon dusted churros</p> <p>*Please leave non-perishables out for PM break* La Colombe coffee and assorted Tea & Co teas <i>\$10 per person surcharge for groups under 20</i></p> <p style="text-align: center;">110 People @ \$52.00 Per Person</p> <p>3:00 PM - 3:30 PM Serrano Foyer</p> <p>*Please leave non-perishables out from lunch for PM Break *Replenishment of these items may result in an additional fee</p>	
Beverage	

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 Organization Authorized Signature

7/12/19
 Date

Hotel Representative Signature

Date



Kimpton Marlowe Hotel
 25 Edwin H. Land Blvd, Cambridge, MA 02141
 Phone: 617-868-8000 Fax: 617-395-2532

EO#: 19775
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Event Order

Account: NBER		Event Date: Thursday, July 25, 2019	
Post As: NBER - Real/URB 2019		Contact: Carl Beck	
		On-Site: Carl Beck	
Account #:	Printed: 7/12/2019	Booked By: Kate Hartwig	
Tax Exempt:	Event Parking: Guests to Pay	Catering:	
	Payment Method: Direct Bill	Service: Lauren Hendy	

Final guarantee is due 72 hours (3 business days) prior to your function. Guest count will be considered final if no guarantee is provided.

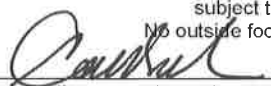
Date	Event Time	Room	Function	Setup	Agr	Gtd	Set	Rental
07/25/19	7:50 AM - 8:30 AM	Serrano C	Breakfast	Rounds	45	125		
07/25/19	7:50 AM - 8:30 AM	Alexis Gallery	Breakfast Overflow	Rounds	80	80		
07/25/19	7:50 AM - 4:30 PM	Serrano Foyer	All Day Beverage Service	Existing	125	125		
07/25/19	8:00 AM - 4:30 PM	Serrano AB	General Session - Real/URB	See Diagram	125	125		
07/25/19	10:00 AM - 10:30 AM	Serrano Foyer	AM Break	Existing	125	125		
07/25/19	12:00 PM - 1:00 PM	Serrano C	Lunch	Rounds	45	125		
07/25/19	12:00 PM - 1:00 PM	Alexis Gallery	Lunch Overflow	Rounds	80	80		
07/25/19	3:30 PM - 4:00 PM	Serrano Foyer	PM Break	Existing	110	110		

Menu	Set Up
<p>7:50 AM - 8:30 AM Serrano C</p> <p>Serve Time: 7:50 AM to 8:30 AM</p> <p>Over the Longfellow *CUSTOM* SET IN FOYER</p> <p>Sliced seasonal fruit</p> <p>Assorted Greek yogurts with house made granola</p> <p>Assorted sliced bagels</p> <p>Herb and plain cream cheese</p> <p>Freshly baked muffins, croissants and sticky buns</p> <p>*Please leave non-perishables out for AM break*</p> <p>Chilled orange, grapefruit and cranberry juice</p> <p>La Colombe coffee and assorted Tea & Co tea</p> <p>\$5 per person surcharge for groups under 10</p> <p>125 People @ \$30.00 Per Person</p>	<p>7:50 AM - 8:30 AM Serrano C</p> <p>66" rounds of 10</p> <p>7:50 AM - 8:30 AM Alexis Gallery</p> <p>66" rounds of 10</p> <p>8:00 AM - 4:30 PM Serrano AB</p> <p>U-shape for 24 with 2 rows of chairs set around the perimeter of U *SEE DIAGRAM</p> <p>Pads, Pens, Candies and Water Service</p> <p>6' Registration Table w/ (2) Chairs, Wastepaper Basket & Easel in Serrano Foyer</p>
<p>7:50 AM - 4:30 PM Serrano Foyer</p> <p>Serve Time: 7:50 AM to 12:00 PM</p> <p>All day coffee with assorted teas</p> <p>All day La Colombe coffee and assorted Tea & Co service</p> <p>Assorted milks and sweeteners</p> <p>125 People @ \$15.00 Per Person</p> <p>Serve Time: 7:50 AM to 12:00 PM</p> <p>All Day Beverage Service</p> <p>*estimate only, final bill based on actual consumption*</p> <p>125 Bottles Bottled juices to include Cran-grape and Apple @ \$6.50 Per Bottle</p> <p>125 Bottles Assorted Soft Drinks, Still and Sparkling Water @ \$5.00 Each</p>	<p>AV</p> <p>8:00 AM - 4:30 PM Serrano AB</p> <p>1 Total Total Audio Visual Charges (including Tax) @ \$.00 Total</p>
	Notes
	Miscellaneous

*guarantee 125
 (please make 135 chairs
 in meeting)*

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Event Order

<p>10:00 AM - 10:30 AM Serrano Foyer</p> <p>*Please leave non-perishables from breakfast out for AM Break *replenishment of these items may result in an additional fee</p> <p>12:00 PM - 1:00 PM Serrano C</p> <p style="text-align: center;"><i>Serve Time: 12:00 PM to 1:00 PM</i></p> <p>Delicatessan Buffet *CUSTOM* SET IN FOYER</p> <p>Boston bibb salad with grape tomatoes, cucumbers, herb vinaigrette</p> <p>Seasonal pasta salad</p> <p>Assorted Breads: baguette, ciabatta, pita and focaccia</p> <p>Freshly sliced deli meats: salami, smoked turkey breast, honey ham, roast angus beef</p> <p>Sliced cheeses: cheddar and provolone</p> <p>Sliced tomatoes and fresh lettuce leaves</p> <p>Horseradish mayo and Dijon mustard</p> <p>House-made pickles</p> <p>Marinated grilled vegetable display</p> <p>Individual bags of Cape Cod potato chips</p> <p>Vanilla and chocolate frosted cupcakes</p> <p>*Please leave non-perishables out for PM break*</p> <p>La Colombe coffee and assorted Tea & Co teas <i>\$10 per person surcharge for groups under 20</i></p> <p>125 People @ \$50.00 Per Person</p> <p>3:30 PM - 4:00 PM Serrano Foyer</p> <p>*Please leave non-perishables out from lunch for PM Break *Replenishment of these items may result in an additional fee</p>	
Beverage	

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 Hotel Representative Signature

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EO#: 19776
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Event Order

Account: NBER	Event Date: Friday, July 26, 2019
Post As: NBER - Real/URB 2019	Contact: Carl Beck
	On-Site: Carl Beck
Account #: Printed: 7/12/2019	Booked By: Kate Hartwig
Tax Exempt: Event Parking: Guests to Pay	Catering:
Payment Method: Direct Bill	Service: Lauren Hendy

Final guarantee is due 72 hours (3 business days) prior to your function. Guest count will be considered final if no guarantee is provided.

Date	Event Time	Room	Function	Setup	Agr	Gtd	Set	Rental
07/26/19	7:30 AM - 8:00 AM	Alexis Gallery	Breakfast	Rounds	85	85		
07/26/19	7:30 AM - 4:20 PM	Serrano Foyer	All Day Beverage Service	Existing	85	85		
07/26/19	8:00 AM - 4:20 PM	Serrano AB	General Session - Real	See Diagram	85	85		
07/26/19	10:30 AM - 11:00 AM	Serrano Foyer	AM Break	Existing	85	85		
07/26/19	12:20 PM - 1:00 PM	Alexis Gallery	Lunch	Rounds	85	85		

Menu	Set Up
<p>7:30 AM - 8:00 AM Alexis Gallery</p> <p><i>Serve Time: 7:30 AM to 8:00 AM</i></p> <p>Over the Longfellow *CUSTOM* SET IN FOYER</p> <p>Sliced seasonal fruit</p> <p>Assorted Greek yogurts with house made granola</p> <p>Assorted sliced bagels</p> <p>Herb and plain cream cheese</p> <p>Freshly baked muffins, croissants and sticky buns</p> <p>*Please leave non-perishables out for AM break*</p> <p>Chilled orange, grapefruit and cranberry juice</p> <p>La Colombe coffee and assorted Tea & Co tea</p> <p><i>\$5 per person surcharge for groups under 10</i></p> <p>85 People @ \$30.00 Per Person</p>	<p>7:30 AM - 8:00 AM Alexis Gallery</p> <p>66" rounds of 10</p> <p>8:00 AM - 4:20 PM Serrano AB</p> <p>U-shape for 24 with 2 rows of chairs set around the perimeter of U *SEE DIAGRAM</p> <p>Pads, Pens, Candies and Water Service</p> <p>6' Registration Table w/ (2) Chairs, Wastepaper Basket & Easel in Serrano Foyer</p>
	AV
<p>7:30 AM - 4:20 PM Serrano Foyer</p> <p><i>Serve Time: 7:30 AM to 4:20 PM</i></p> <p>All day coffee with assorted teas</p> <p>All day La Colombe coffee and assorted Tea & Co service</p> <p>Assorted milks and sweeteners</p> <p>85 People @ \$15.00 Per Person</p> <p><i>Serve Time: 7:30 AM to 4:20 PM</i></p> <p>All Day Beverage Service</p> <p>*estimate only, final bill based on actual consumption*</p> <p>85 Bottles Bottled juices to include Cran-grape and Apple @ \$6.50 Per Bottle</p> <p>85 Bottles Assorted Soft Drinks, Still and Sparkling Water @ \$5.00 Each</p>	<p>8:00 AM - 4:20 PM Serrano AB</p> <p>1 Total Total Audio Visual Charges (including Tax) @ \$.00 Total</p>
	Notes
	Miscellaneous
<p>10:30 AM - 11:00 AM Serrano Foyer</p> <p>*Please leave non-perishables from breakfast out for AM Break</p> <p>*replenishment of these items may result in an additional fee</p>	

*guarantee 100
 please have 110 chairs
 meeting*

All food and beverage is subject to 15% gratuity, 8% taxable administrative fee and applicable taxes. Room Rental is subject to 7% State and Local Tax and 20% taxable administrative fee. Miscellaneous items are subject to 20% taxable Administrative fee and 6.25% State and Local tax. Audio visual is subject to set up/strike fees and 6.25% tax. Please advise catering of any food allergies prior to your event. No outside food or beverage allowed on Hotel Property. Failure to comply with this policy will result in a \$1,000.00 fee.

Organization Authorized Signature

7/12/19
 Date

Hotel Representative Signature

Date



Kimpton Marlowe Hotel
 25 Edwin H. Land Blvd, Cambridge, MA 02141
 Phone: 617-868-8000 Fax: 617-395-2532

EO#: 19776
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Event Order

<p>12:20 PM - 1:00 PM Alexis Gallery</p> <p><i>Serve Time: 12:20 PM to 1:00 PM</i></p> <p>Medi Bowl *SET IN FOYER*</p> <p>Pita bread House made hummus Tabbouleh Salad Baba ganoush spread Za'atar crispy chicken thighs House made falafel Roasted peppers Kalamata olives Crumbled feta cheese Tahini yogurt sauce and lemon vinaigrette Fattoush salad of cucumber and tomato Baklava La Colombe coffee and assorted Tea & Co teas <i>\$10 per person surcharge for groups under 20</i></p> <p>85 People @ \$50.00 Per Person</p>	
Beverage	

All food and beverage is subject to 15% gratuity, 8% taxable administrative fee and applicable taxes. Room Rental is subject to 7% State and Local Tax and 20% taxable administrative fee. Miscellaneous items are subject to 20% taxable Administrative fee and 6.25% State and Local tax. Audio visual is subject to set up/strike fees and 6.25% tax. Please advise catering of any food allergies prior to your event.

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