



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

EO#: 19752
 Page 1 of 2

Event Order

Account: NBER	Event Date: Monday, July 08, 2019		
Post As: NBER ITI - 2019	Contact: Carl Beck		
	On-Site: Carl Beck		
Account #:	Printed: 6/26/2019	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
07/08/19	8:00 AM - 9:00 AM	Serrano A	Breakfast	Rounds	100		50	
07/08/19	8:00 AM - 9:00 AM	Alexis Gallery	Breakfast Overflow	Rounds	60		60	
07/08/19	8:00 AM - 5:00 PM	Serrano Foyer	All Day Beverage Service	Existing	100			
07/08/19	8:00 AM - 5:00 PM	Alexis Gallery	Breakout	Rounds				
07/08/19	8:00 AM - 5:00 PM	Serrano BC	General Session	See Diagram	100			
07/08/19	10:00 AM - 10:30 AM	Serrano Foyer	AM Break	Rounds	100			
07/08/19	12:00 PM - 1:00 PM	Serrano A	Lunch	Rounds	100		50	
07/08/19	12:00 PM - 1:00 PM	Alexis Gallery	Lunch Overflow	Rounds	60		60	
07/08/19	3:00 PM - 3:30 PM	Serrano Foyer	PM Break	Rounds	100			

Menu	Set Up
8:00 AM - 9:00 AM Serrano A Serve Time: 8:00 AM to 9:00 AM Over the Longfellow *CUSTOM 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> 100 People @ \$30.00 Per Person	8:00 AM - 9:00 AM Serrano A Rounds of 10 8:00 AM - 9:00 AM Alexis Gallery Rounds of 10 8:00 AM - 5:00 PM Alexis Gallery Rounds of 10 Pads, Pens, Candies and Water Service 8:00 AM - 5:00 PM Serrano BC 6' Registration Table with (2) Chairs and Wastepaper Basket in Serrano Foyer U-shape for 24 with 2 rows of chairs set around the perimeter of U *SEE DIAGRAM Pads, Pens, Candies and Water Service
8:00 AM - 5:00 PM Serrano Foyer Serve Time: 8:00 AM to 5:00 PM All day coffee with assorted teas All day La Colombe coffee and assorted Tea & Co service Assorted milks and sweeteners 100 People @ \$15.00 Per Person	12:00 PM - 1:00 PM Alexis Gallery Rounds of 10
Serve Time: 8:00 AM to 5:00 PM All Day Beverage Service *estimate only, final bill based on actual consumption* 100 Bottles Assorted Soft Drinks, Still and Sparkling Water @ \$5.00 Each 100 Bottles Bottled juices to include Cran-grape and Apple @ \$6.50 Per Bottle	AV 8:00 AM - 5:00 PM Serrano BC

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

Date

Hotel Representative Signature

Date



Event Order

<p>10:00 AM - 10:30 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 A</p> <p><i>Serve Time: 12:00 PM to 1:00 PM</i> Delicatessan Buffet *CUSTOM Boston bibb salad with grape tomatoes, cucumbers, herb vinaigrette Seasonal pasta salad Assorted Breads: baguette, ciabatta, pita and focaccia Freshly sliced deli meats: salami, smoked turkey breast, honey ham, roast angus beef Sliced cheeses: cheddar and provolone Sliced tomatoes and fresh lettuce leaves Horseradish mayo and Dijon mustard House-made pickles Marinated grilled vegetable display Individual bags of Cape Cod potato chips Vanilla and chocolate frosted cupcakes *Please leave non-perishables out for PM break* La Colombe coffee and assorted Tea & Co teas \$10 per person surcharge for groups under 20 100 People @ \$48.00 Per Person</p>	<p>Miscellaneous</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 Signatory

6/26/19
 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#: 19754
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Event Order


Account: NBER		Event Date: Wednesday, July 10, 2019	
Post As: NBER ITI - 2019		Contact: Carl Beck	
		On-Site: Carl Beck	
Account #:	Printed: 6/26/2019	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
07/10/19	8:00 AM - 9:00 AM	Serrano A	Breakfast	Rounds	100		50	
07/10/19	8:00 AM - 9:00 AM	Alexis Gallery	Breakfast Overflow	Rounds	60		60	
07/10/19	8:00 AM - 5:00 PM	Serrano Foyer	All Day Beverage Service	Existing	100			
07/10/19	8:00 AM - 5:00 PM	Alexis Gallery	Breakout	Rounds				
07/10/19	8:00 AM - 5:00 PM	Serrano BC	General Session	See Diagram	100			
07/10/19	10:00 AM - 10:30 AM	Serrano Foyer	AM Break	Rounds	100			
07/10/19	12:00 PM - 1:00 PM	Serrano A	Lunch	Rounds	100		50	
07/10/19	12:00 PM - 1:00 PM	Alexis Gallery	Lunch Overflow	Rounds	60		60	
07/10/19	3:00 PM - 3:30 PM	Serrano Foyer	PM Break	Rounds	100			

Menu		Set Up	
8:00 AM - 9:00 AM	Serrano A	8:00 AM - 9:00 AM	Serrano A
Serve Time: 8:00 AM to 9:00 AM Over the Longfellow *CUSTOM 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 \$5 per person surcharge for groups under 10 100 People @ \$30.00 Per Person		Rounds of 10 8:00 AM - 9:00 AM Rounds of 10 8:00 AM - 5:00 PM Rounds of 10 Pads, Pens, Candies and Water Service 8:00 AM - 5:00 PM 6' Registration Table with (2) Chairs and Wastepaper Basket in Serrano Foyer U-shape for 24 with 2 rows of chairs set around the perimeter of U *SEE DIAGRAM Pads, Pens, Candies and Water Service 12:00 PM - 1:00 PM Rounds of 10	Alexis Gallery Alexis Gallery Serrano BC Alexis Gallery
8:00 AM - 5:00 PM	Serrano Foyer	AV	
Serve Time: 8:00 AM to 5:00 PM All day coffee with assorted teas All day La Colombe coffee and assorted Tea & Co service Assorted milks and sweeteners 100 People @ \$15.00 Per Person Serve Time: 8:00 AM to 5:00 PM All Day Beverage Service *estimate only, final bill based on actual consumption* 100 Bottles Assorted Soft Drinks, Still and Sparkling Water @ \$5.00 Each 100 Bottles Bottled juices to include Cran-grape and Apple @ \$6.50 Per Bottle		8:00 AM - 5:00 PM	Serrano BC

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6/26/19
 Organization Authorized Signature Date Hotel Representative Signature Date



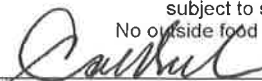
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<p>10:00 AM - 10:30 AM Serrano Foyer</p>	<p>1 Total Total Audio Visual Charges (including Tax) @ \$.00 Total</p>
<p>*Please leave non-perishables from breakfast out for AM Break *replenishment of these items may result in an additional fee</p>	<p>Notes</p>
<p>12:00 PM - 1:00 PM Serrano A</p>	<p>Miscellaneous</p>
<p><i>Serve Time: 12:00 PM to 1:00 PM</i> Italian Feast *CUSTOM 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</p> <p>*Please leave non-perishables out for PM break* La Colombe coffee and assorted Tea & Co teas \$10 per person surcharge for groups under 20</p> <p>100 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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EO#: 19755
 Page 1 of 2

Event Order

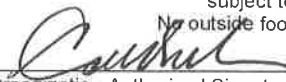
Account #: NBER	Event Date: Thursday, July 11, 2019
Post As: NBER ITI - 2019	Contact: Carl Beck
	On-Site: Carl Beck
Account #: Printed: 6/26/2019	Booked By: Kate Hartwig
Tax Exempt: Event Parking: Guests to Pay	Catering:
Payment Method: Direct Bill	Service: Lauren Hendy

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07/11/19	12:00 PM - 1:00 PM	Serrano A	Lunch	Rounds	100		50	
07/11/19	12:00 PM - 1:00 PM	Alexis Gallery	Lunch Overflow	Rounds	60		60	
07/11/19	3:00 PM - 3:30 PM	Serrano Foyer	PM Break	Rounds	100			

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 Organization Authorized Signature

 4/26/19
 Date

 Hotel Representative Signature

 Date



Event Order

<p>10:00 AM - 10:30 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 style="text-align: center;">Notes</p>
<p>12:00 PM - 1:00 PM Serrano A</p> <p style="text-align: center;"><i>Serve Time: 12:00 PM to 1:00 PM</i></p> <p style="text-align: center;">Harvest Lunch Buffet</p> <p>Mesclun mixed greens with shaved parmesan and balsamic vinaigrette Seasonal soup</p> <ul style="list-style-type: none"> •Smoked turkey wrap with arugula, cheddar and pesto •Roast beef on white sourdough with baby greens, Swiss and horseradish aioli •Grilled Portobello mushroom cap on 12 grain with caramelized onions, goat cheese and romaine lettuce <p>Orzo Salad with feta, artichoke hearts, green olives, herb vinaigrette</p> <p style="text-align: center;">Mustard and herb mayonnaise Individual bags of Cape Cod potato chips Assorted cookies and brownies La Colombe coffee and assorted Tea & Co teas <i>\$10 per person surcharge for groups under 20</i></p> <p style="text-align: center;">100 People @ \$50.00 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 style="text-align: center;">Miscellaneous</p>
<p style="text-align: center;">Beverage</p>	

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 Organization Authorized Signature

6/24/19
 Date

Hotel Representative Signature

Date