



# Royal Sonesta Boston

BEO #: 23,260

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BEO for: NBER Summer Institute Week 3

Printed: 7/9/2019

Event Date: Wednesday, July 24, 2019

Folio #: 0715W3NBER

<b>Account:</b> National Bureau of Economic Research - NBER	<b>Cat/CS Mgr:</b> Jessica Duffy
<b>Contact:</b> Mr. Carl Beck	<b>Billing:</b> To Master
<b>On-Site:</b> Mr. Rob Shannon	<b>Market Seg:</b> Association
<b>BEO Name:</b> NBER Summer Institute Week 3	<b>PM #:</b> 0
<b>Banq/Soc:</b> Banquet	<b>Exemption:</b> Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/24/2019 2:55 PM - 9:00 PM	ArtBar & ArtBar Patio	Set up	Rounds of 10				
Wed, 7/24/2019 3:00 PM - 9:00 PM	Riverside Terrace - Ou	Set up	Rounds of 10				
Wed, 7/24/2019 5:00 PM - 10:00 PM	Skyline Suites - West	Reception	Reception	300			
Wed, 7/24/2019 6:00 PM - 9:00 PM	Riverside Terrace - Ou	Dinner Buffet	Rounds of 10				
Wed, 7/24/2019 6:00 PM - 9:00 PM	University BC - East T	Dinner Buffet	Rounds of 10	394			
Wed, 7/24/2019 6:00 PM - 10:00 PM	Grand Ballroom - Wes	Dinner Buffet	Rounds				

*guarantee 410*

### 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

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 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

### Miscellaneous

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

### Beverage Requirements

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

- Sodas @ \$5.00 /each
- Mineral Waters @ \$5.00 /each

Hosted Soda & Water  
Cash Beer & Wine - BEO 23,261

### Setup Requirements

Event: 5:00 PM to 10:00 PM Room: Skyline Suites - West Tower

- 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

- 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

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

7/17/19

Date

Hotel Representative Signature

Date

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| Miscellaneous                                                                                                                                                                                                                                                                                                                                       | Setup Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 Bartender(s) / 1 per 75 attendees @ \$150.00 /bartender<br><br><b>SET UP NOTES:</b><br>Blue Water Glasses<br><b>Buffets:</b><br>Chicken - Skillet<br>Clams/Mussels - Oval Tubs<br>Lobster - Round Tubs<br>Potatoes - Paella Pan<br>Corn - Paella Pan<br>Corn Bread - Small Skillets<br>Butter - Black Pots outside / Large inside<br>Tofu - Small | Pool Terrace Set Up (Artbar furniture - 22 and BQT - 44):<br>Existing Tall Tables & Chairs<br>Additional Round Tables - Green Burlap Linen<br>White Napkin - Clambake Fold<br><br>Art Bar - Inside Set Up (Total 52):<br>Existing tables/chairs<br>White Napkin - Clambake Fold<br>Decorated Food Display set on the Bar<br><br>University BC (Total 40):<br>Rounds for the guarantee<br>Green Burlap Linen or Navy Linen<br>White Napkin - Clambake Fold<br><br>Dessert Stations:<br>Art Bar Patio Buffet will be one double sided dessert station<br>One Terrace Buffet will be one double sided dessert station<br><br>University A will be the staging room for the food |
|                                                                                                                                                                                                                                                                                                                                                     | <b>Technology Requirements</b><br><br>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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 Organization Authorized Signature \_\_\_\_\_ Date 2/17/19

Hotel Representative Signature \_\_\_\_\_ Date \_\_\_\_\_



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| Date & Time                       | Room                   | Function | Setup    | EXP | GTD | SET | Rental |
|-----------------------------------|------------------------|----------|----------|-----|-----|-----|--------|
| Wed, 7/24/2019 6:00 PM - 10:00 PM | Riverside Terrace - Ou | Cash Bar | Existing |     |     |     |        |

| Menu Requirements                          | Beverage Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p align="center"><b>Miscellaneous</b></p> | <p>Serve: 6:00 PM to 10:00 PM Room: Riverside Terrace - Outdoor</p> <p align="center"><b>BEER &amp; WINE CASH BAR</b></p> <p>.00 Wine by the Glass @ \$11.25 /glass<br/> - Merlot<br/> - Chardonnay</p> <p>.00 Sam Adams Lager @ \$8.75 /each<br/> .00 Harpoon IPA @ \$8.75 /each<br/> .00 Budweiser @ \$7.50 /each<br/> .00 Bud Light @ \$7.50 /each</p> <p>CREDIT CARDS MACHINES REQUIRED FOR ALL CASH BARS</p> <p>See BEO 23,260 for bartender fees</p> <p align="center"><b>Setup Requirements</b></p> <p>Event: 6:00 PM to 10:00 PM Room: Riverside Terrace - Outdoor<br/> Existing clambake setup</p> <p align="center"><b>Technology Requirements</b></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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Organization Authorized Signature \_\_\_\_\_ Date 7/12/19

Hotel Representative Signature \_\_\_\_\_ Date \_\_\_\_\_