



Royal Sonesta Boston

BEO for: NBER Summer Institute Week 2
Event Date: Wednesday, July 17, 2019

BEO #: 23,035
Page 1 of 1
Printed: 7/1/2019
Folio #: 0707W2NBER

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 12:00 AM - 11:59 PM	East Tower Office/Coa	Storage	Empty				\$0.00
Wed, 7/17/2019 12:00 AM - 11:59 PM	East Tower Storage R	Storage	Empty				\$0.00
Wed, 7/17/2019 12:00 AM - 11:59 PM	West Tower Coat Roo	Storage	Empty				

<p style="text-align: center;">Menu Requirements</p> <hr/> <p style="text-align: center;">Miscellaneous</p>	<p style="text-align: center;">Beverage Requirements</p> <hr/> <p style="text-align: center;">Setup Requirements</p> <p>Event: 12:00 AM to 11:59 PM Room: East Tower Office/Coat Roo All Rooms to be completely empty for the Client Client will have (3) keys to this room</p> <p style="text-align: center;">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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 7.2.19
 Organization Authorized Signature _____ Date _____

Hotel Representative Signature _____ Date _____



Royal Sonesta Boston

BEO #: 23,036

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Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/17/2019 12:00 AM - 11:59 PM	Parlor	Office - 301					
Wed, 7/17/2019 12:00 AM - 11:59 PM	Parlor	Computer Room - 303	See Diagram				

Menu Requirements	Beverage Requirements
<p align="center">Miscellaneous</p>	<p align="center">Setup Requirements</p> <p>Event: 12:00 AM to 11:59 PM Room: Parlor Existing desk and chair along with the desk and chair from #303 Copier from New England Specialists RM#301 is Rob Shannon's Office - No Attendees are allowed in this room Rob Shannon will have keys to this room</p> <p>Event: 12:00 AM to 11:59 PM Room: Parlor (3) 6' Tables and (1) 4' Table around the perimeter with (1) Chair at each NO linens on the tables</p> <p>RM#303 will be open and used through Summer Institute program as the computer room for attendees</p>
	<p align="center">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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Royal Sonesta Boston

BEO #: 23,075

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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 8:00 AM - 5:30 PM	Grand Ballroom A - W	PRINN Meeting	U-Shape	270		190	
Wed, 7/17/2019 8:30 AM - 10:30 AM	Grand Ballroom B - W	Continental Breakfast	Buffet	100		250	
Wed, 7/17/2019 10:30 AM - 12:00 PM	Grand Ballroom Foyer	AM Break	Buffet	150			
Wed, 7/17/2019 3:00 PM - 5:00 PM	Grand Ballroom Foyer	PM Break	Buffet	150			

Menu Requirements

Event: 8:30 AM to 10:30 AM Room: Grand Ballroom B - West To

- 25 Assorted Bagels and Bakeries by the Dozen, Plain and Chive Cream Cheese, Fruit Preserves and Butter (More Low Fat Bakeries) @ \$48.00 /dozen
- 10 Gallons Freshly Brewed Coffee @ \$85.98 /gallon
- 7 Gallons Freshly Brewed Decaffeinated Coffee @ \$85.98 /gallon
- 7 Gallons Hot Water @ \$85.98 /Gallon
- 1 Gallon Freshly brewed Iced Tea with lemon @ \$29.95 /gallon
- 130 Whole Fresh Fruit Assortment - Heavy on bananas @ \$4.00 /person
- 10 Bowls of Low-fat plain yogurt with honey on the side @ \$15.00 /each
- 150 Steel Cut Oatmeal @ \$6.00 /person
- Brown Sugar, Raisins and Skim Milk

Break times:

8:30AM

Event: 10:30 AM to 12:00 PM Room: Grand Ballroom Foyer-West

Replate any remaining breakfast bakeries/bagels/fruit

- 8 Gallons Freshly Brewed Coffee @ \$85.98 /gallon
- 5 Gallons Freshly Brewed Decaffeinated Coffee @ \$85.98 /gallon
- 5 Gallons Hot Water @ \$85.98 /Gallon

Break times:

10:40AM

Beverage Requirements

Setup Requirements

Event: 8:00 AM to 5:30 PM Room: Grand Ballroom A - West To

- Skinny U-Shape for 30
- Water and candy, clients to provide
- pads and pens
- 4' Table for AV
- Theater style around the perimeter
- 6' Table for materials
- Floor podium with cabaret table - Audience Right

Event: 8:30 AM to 10:30 AM Room: Grand Ballroom B - West To

- Rounds of 10 for the guarantee
- Double sided decorated food display set along the windows
- Banquets choice of linen
- (4) Copies of each to be delivered by 7:00AM
- USA Today, Financial Times, Wall Street Journal

Technology Requirements

Event: 8:00 AM to 5:30 PM Room: Grand Ballroom A - West To

- Client to provide LCD/Laptop
- Please Refer to KVL Estimate

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BEO Name: NBER Summer Institute Week 2	PM #: 0
Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Menu Requirements

Event: 3:00 PM to 5:00 PM Room: Grand Ballroom Foyer-West

- 1 Gallons Freshly Brewed Coffee @ \$85.98 / gallon
 - 1 Gallons Freshly Brewed Decaffeinated Coffee @ \$85.98 / gallon
 - 1 Gallons Hot Water @ \$85.98 /Gallon
 - 1 Gallons Freshly brewed Iced Tea with Lemon @ \$29.95 /gallon
- Break Times:
3:10PM

Miscellaneous

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Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/17/2019 8:00 AM - 5:00 PM	West Tower Lobby - L1	Registration	Registration	4			
Wed, 7/17/2019 8:30 AM - 10:30 AM	Riverfront - East Tower	Continental Breakfast	Rounds of 10	125	110		
Wed, 7/17/2019 10:00 AM - 12:00 PM	Riverfront - East Tower	AM Break	Rounds of 10	120	90		
Wed, 7/17/2019 2:30 PM - 4:30 PM	Riverfront - East Tower	PM Break	Rounds of 10	45	90		

Menu Requirements

Event: 8:30 AM to 10:30 AM Room: Riverfront - East Tower, Lev

- 2 Gallons Freshly Brewed Coffee @ \$85.98 / gallon
- 1 Gallons Freshly Brewed Decaffeinated Coffee @ \$85.98 / gallon
- 1 Gallons Hot Water @ \$85.98 /Gallon
- 4 Dozen Assorted Bagels and Bakeries, Plain and Chive Cream Cheese, Fruit preserves and butter (More Low fat bakeries) @ \$48.00 /dozen
- 24 Whole Fresh Fruit Assortment - Heavy on bananas @ \$4.00 /person
- 3 Bowls of plain low-fat yogurt with honey on the side @ \$15.00 /each
- 30 Steel Cut Oatmeal @ \$6.00 /person
- Brown Sugar, Raisins and Skim Milk
- 1 Gallons Freshly brewed Iced Tea with Lemon @ \$29.95 /gallon

Break Times:
8:30AM

Event: 10:00 AM to 12:00 PM Room: Riverfront - East Tower, Lev

Replate any remaining bakeries, bagels and whole fruit

- 2 Gallons Freshly Brewed Coffee @ \$85.98 / gallon
- 1 Gallons Freshly Brewed Decaffeinated Coffee @ \$85.98 / gallon
- 1 Gallons Hot Water @ \$85.98 /Gallon

Beverage Requirements

Setup Requirements

Event: 8:00 AM to 5:00 PM Room: West Tower Lobby - Level 1

(3) 6' Registration Tables L-Shape, (4) chairs, water, candy (2) wastebaskets

Event: 8:30 AM to 10:30 AM Room: Riverfront - East Tower, Lev

Rounds of 10

Banquets choice of linen

Decorated coffee break set along the windows

(4) Copies of each newspaper delivered by 7:00AM

USA Today, Financial Times, Wall

Street Journal

Technology Requirements

Event: 8:30 AM to 10:30 AM Room: Riverfront - East Tower, Lev

1 Corkboard(s) - \$200.00/Flat Rate for Summer Institute

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On-Site: Mr. Rob Shannon	Market Seg: Association
BEO Name: NBER Summer Institute Week 2	PM #: 0
Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Menu Requirements

Break Times:

10:00AM

10:30AM

11:15AM

Event: 2:30 PM to 4:30 PM Room: Riverfront - East Tower, Lev

- 1 Gallons Freshly Brewed Coffee @ \$85.98 / gallon
- 1 Gallons Freshly Brewed Decaffeinated Coffee @ \$85.98 / gallon
- 1 Gallons Hot Water @ \$85.98 /Gallon
- 1 Gallons Freshly brewed Iced Tea with lemon @ \$29.95 /gallon

Break times:

2:30PM

3:00PM

3:45PM

Miscellaneous

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Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/17/2019 8:00 AM - 12:00 PM	Longfellow - West Tower	EFMM Meeting	Theatre Style	85			
Wed, 7/17/2019 10:30 AM - 12:00 PM	Longfellow Foyer - West Tower	AM break	Buffet	70			

Menu Requirements

Event: 10:30 AM to 12:00 PM Room: Longfellow Foyer - West Tower

- 1 Gallons Freshly Brewed Coffee @ \$85.98 / gallon
- 1 Gallons Freshly Brewed Decaffeinated Coffee @ \$85.98 / gallon
- 1 Gallons Hot Water @ \$85.98 /Gallon

Miscellaneous

Same as 7/15

Beverage Requirements

Setup Requirements

Event: 8:00 AM to 12:00 PM Room: Longfellow - West Tower, L

- Theater style set for 90ppl with a middle aisle
- Water & candy, client to provide pads and pens
- Cabaret table for AV
- Floor podium with cabaret table - Audience Left
- Decorated coffee break set in the foyer

Technology Requirements

Event: 8:00 AM to 12:00 PM Room: Longfellow - West Tower, L

- Please Refer to KVL Estimate
- Client to provide LCD/Laptop
- AV Facing Longfellow C

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[Signature] 7.2.19
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Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/17/2019 8:00 AM - 5:00 PM	Charles A - East Towe	EFDIS Meeting	U-Shape	00		45	

Menu Requirements	Beverage Requirements
<p>Miscellaneous</p>	<p>Setup Requirements</p> <p>Event: 8:00 AM to 5:00 PM Room: Charles A - East Tower, Lev Skinny U-Shape Set for 24 Water, Candy, client to provide Pads and Pens 1 Cabaret Table for AV Theater style around the room Floor Podium with Cabaret Table</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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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 8:00 AM - 5:00 PM	Charles B - East Towe	PRPD Meeting	U-Shape			00 80	

Menu Requirements	Beverage Requirements
<p>Miscellaneous</p>	<p>Setup Requirements</p> <p>Event: 8:00 AM to 5:00 PM Room: Charles B - East Tower, Lev. Skinny U-Shape Set for 24 Water, Candy, client to provide Pads and Pens 1 Cabaret Table for AV Theater style around the room Floor Podium with Cabaret Table</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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Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/17/2019 12:00 PM - 2:00 PM	West Tower Lobby - L1	Lunch - Boxed	Existing			20 15	

Menu Requirements

Serve: 12:00 PM to 2:00 PM Room: West Tower Lobby - Level 1

BOXED LUNCHES

- Cape Cod Kettle Cooked Potato Chips
- Whole Fresh Fruit
- Gemelli Pasta Salad, Red Pepper Pesto
- Chicken Caesar Wrap, Shredded Parmesan Cheese
- Roasted Vegetables with Hummus, Tomatoes & mixed greens in a herb wrap
- Chocolate Chip Cookie

@ \$40.00 Per Person

Event: 12:00 PM to 2:00 PM Room: West Tower Lobby - Level 1

Mineral Water @ \$5.00 /each

- ___ - Veg
- ___ - Chicken

Miscellaneous

4. VEG
11. NOT VEG

Beverage Requirements

Setup Requirements

Event: 12:00 PM to 2:00 PM Room: West Tower Lobby - Level 1

- Set at West Tower Lobby Registration
- Desk
- Infront of Dante

Technology Requirements

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Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/17/2019 12:00 PM - 1:00 PM	Dante's Restaurant - Y	EFMM Lunch Buffet	Rounds of 10	80			

Menu Requirements

Serve: 12:00 PM to 1:30 PM Room: Dante's Restaurant - West T

Lunch Buffet

- Roasted Garlic Caesar salad with parmesan cheese and croutons
- Cherry tomato and mozzarella with baby arugula, reduced balsamic and olive oil
- Penne pasta with baby spinach, plum tomatoes and garlic butter sauce
- Pan Seared Chicken Breast with Marsala wine sauce and sautéed mushrooms
- Roasted Tuscan vegetables
- Ciabatta Rolls
- Tiramisu
- PJ's coffee, decaffeinated coffee, Mighty Leaf assorted tea
- Freshly brewed iced tea with lemon

@ \$36.24 Per Person

Miscellaneous

Beverage Requirements

Setup Requirements

Event: 12:00 PM to 1:00 PM Room: Dante's Restaurant - West T

- Existing set up for the guarantee
- (2) Double sided decorated food displays
- Banquets choice of linen
- Lunch Times:
12:15PM

Technology Requirements

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Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/17/2019 12:00 PM - 1:00 PM	Riverfront - East Tower	Lunch	Rounds of 10	100		150/160	

Menu Requirements

Serve: 12:00 PM to 1:30 PM Room: Riverfront - East Tower, Lev

Lunch Buffet

- Roasted Garlic Caesar salad with parmesan cheese and croutons
- Cherry tomato and mozzarella with baby arugula, reduced balsamic and olive oil
- Penne pasta with baby spinach, plum tomatoes and garlic butter sauce
- Pan Seared Chicken Breast with Marsala wine sauce and sautéed mushrooms
- Roasted Tuscan vegetables
- Ciabatta Rolls
- Tiramisu
- PJ's coffee, decaffeinated coffee, Mighty Leaf assorted tea
- Freshly brewed iced tea with lemon

@ \$36.24 Per Person

Miscellaneous

Beverage Requirements

Setup Requirements

Event: 12:00 PM to 1:00 PM Room: Riverfront - East Tower, Lev

- Rounds for the guarantee
- (2) Double sided decorated food displays
- Banquets choice of linen
- Please give Rob 3 Reserved signs
- Lunch Times:
- 12:00PM
- 12:30PM

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.

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 _____

 Hotel Representative Signature _____ Date _____



Royal Sonesta Boston

BEO #: 23,082

Page 1 of 1

BEO for: NBER Summer Institute Week 2

Printed: 7/1/2019

Event Date: Wednesday, July 17, 2019

Folio #: 0707W2NBER

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 12:00 PM - 1:00 PM	Grand Ballroom B - W	Lunch Buffet	Rounds of 10			100	190/200

Menu Requirements	Beverage Requirements
<p>Serve: 12:30 PM to 1:30 PM Room: Grand Ballroom B - West To</p> <p>Lunch Buffet</p> <p>Roasted Garlic Caesar salad with parmesan cheese and croutons Cherry tomato and mozzarella with baby arugula, reduced balsamic and olive oil Penne pasta with baby spinach, plum tomatoes and garlic butter sauce Pan Seared Chicken Breast with Marsala wine sauce and sautéed mushrooms Roasted Tuscan vegetables Ciabatta Rolls Tiramisu PJ's coffee, decaffeinated coffee, Mighty Leaf assorted tea Freshly brewed iced tea with lemon</p> <p>@ \$36.24 Per Person</p>	<p>Setup Requirements</p> <p>Event: 12:00 PM to 1:00 PM Room: Grand Ballroom B - West To</p> <p>Rounds for the guarantee (2) Double sided decorated food displays Banquets choice of linen Please give Rob 3 Reserved signs Lunch Times: 12:00PM</p>
Miscellaneous	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>

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.

 7.2.19
 Organization Authorized Signature Date

 Hotel Representative Signature Date



Royal Sonesta Boston

BEO #: 23,084

Page 1 of 1

BEO for: NBER Summer Institute Week 2

Printed: 7/1/2019

Event Date: Wednesday, July 17, 2019

Folio #: 0707W2NBER

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 12:00 PM - 5:30 PM	Longfellow - West Tower	EFMPL Meeting	Theatre Style	85			
Wed, 7/17/2019 3:00 PM - 4:00 PM	Longfellow Foyer - West Tower	PM Break	Buffet	70			

Menu Requirements	Beverage Requirements
Event: 3:00 PM to 4:00 PM Room: Longfellow Foyer - West Tower 1 Gallons Freshly Brewed Coffee @ \$85.98 / gallon 1 Gallons Freshly Brewed Decaffeinated Coffee @ \$85.98 / gallon 1 Gallons Hot Water @ \$85.98 /Gallon	Event: 12:00 PM to 5:30 PM Room: Longfellow - West Tower, Lt Theater style set for 90 ppl with a middle aisle Water & candy, client to provide pads and pens Cabaret table for AV Floor podium with cabaret table - Audience Left Decorated coffee break set in the foyer
Miscellaneous	Setup Requirements
<p style="font-size: 2em; font-family: cursive;">SAMS AS 7/15</p>	Event: 12:00 PM to 5:30 PM Room: Longfellow - West Tower, Lt Please Refer to KVL Estimate Client to provide LCD/Laptop AV Facing Longfellow C
	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.

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.

 7/2/19
 Organization Authorized Signature Date

 Hotel Representative Signature Date



Royal Sonesta Boston

BEO #: 23,085

Page 1 of 1

BEO for: NBER Summer Institute Week 2

Printed: 7/1/2019

Event Date: Wednesday, July 17, 2019

Folio #: 0707W2NBER

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 12:00 PM - 5:30 PM	University BC - East Tower	EFEL Meeting	U-Shape	62			
Wed, 7/17/2019 2:40 PM - 4:00 PM	University Foyer BC -E	PM Break	Buffet	50			

Menu Requirements	Beverage Requirements
<p>Event: 2:40 PM to 4:00 PM Room: University Foyer BC -East Tower</p> <p>1 Gallons Freshly Brewed Coffee @ \$85.98 / gallon</p> <p>1 Gallons Freshly Brewed Decaffeinated Coffee @ \$85.98 / gallon</p> <p>1 Gallons Hot Water @ \$85.98 /Gallon</p>	<p>Event: 12:00 PM to 5:30 PM Room: University BC - East Tower,</p> <p>Skinny U Shape for 24</p> <p>Water & candy, client to provide pads and pens</p> <p>Cabaret table for AV</p> <p>Theater style around the room</p> <p>Floor podium with cabaret table - Audience Left</p>
Miscellaneous	Setup Requirements
<p><i>S. [Signature]</i></p> <p><i>AS</i></p> <p><i>7/1/15</i></p>	<p>Event: 12:00 PM to 5:30 PM Room: University BC - East Tower,</p> <p>Please Refer to KVL Estimate</p> <p>Client to provide LCD/Laptop</p>
	Technology Requirements
	<p>Event: 12:00 PM to 5:30 PM Room: University BC - East Tower,</p> <p>Please Refer to KVL Estimate</p> <p>Client to provide LCD/Laptop</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>

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 7/1/19

Hotel Representative Signature _____ Date _____

BEO #: 23,085

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Printed: 7/1/2019