



# MACARTHUR PARK

# Contract

Client/Organization NBER	Event Date 3/5/2020 (Thu)	Booking Tel (617) 588-0384	Fax ( ) -	Event # E07434
City, St Zip 1050 Massachusetts Ave #3, Cambridge, MA 02138		Booking Contact Rob Shannon	Site Contact Rob Shannon	Guests 60 (Pln)

## BANQUET ROOMS

Description	Start	End	Arrival	Departure	Banquet Room	Setup Style
Dinner Plated	6:00 pm	9:30 pm	NA	NA	Veteran's Room	Rounds
<b>Setup Notes</b>						
2500++ no-host valet 10 rounds of 8						

## FOOD & SERVICE ITEMS

Food/Service Items	Price	Qty	Tot
<b>Beer, Wine and Nonalcoholic Beverages only - priced as ordered see wines below</b>			
<b>No Hors D Oeuvres Ordered</b>			
<b><u>The Smokehouse</u></b>	45.00	80	3,600.00
<b>Salad</b>			
<b>MacPark Organic Green Salad</b> Carrot, Fennel & Cucumber - House Vinaigrette			
<b>Choice of</b>			
<b><u>Grilled Lemon Herb Salmon</u></b> Mashed Potatoes, Seasonal Vegetables			
<b><u>Marinated Spicy ToFu - vegan</u></b> Teriyaki Stir-fry Vegetables and Wild Rice			
<b>Dessert</b>			
<b><u>Cheesecake - Seasonal Topping</u></b>			
<b>Coffee and tea service</b>			
<b>Landmark "Overlook", Sonoma '16, Chardonnay</b>	38.00	9	342.00
<b>Duckhorn "Decoy", Sonoma County, '16 Pinot Noir Per Bottle</b>	44.00	9	396.00
<b>Estimated amounts - charge as ordered</b>			
<b><u>estimated 3% living wage surcharge based on above costs</u></b>	130.14		

Subtotal	4,338.00	Paid	750.00	Pay Method	Card Number
Tax	468.50	Balance	4,924.10	Card Type	
Serv Chg	867.60			Card Holder	
Tot	5,674.10			Signature	

**Terms and Conditions**

**An initial 50% , or agreed deposit, of the estimated cost [including service charge and tax] is required for all event bookings. The deposit confirms the date and is applied to the total billing.**

**Payment may be made by cash, check or credit card. The deposit is non-refundable and applied to the total billing.**

**A final count of attendees is required three working days (72 hours) before the event. If the final count is less than the number confirmed 3 days prior, you will be charged for the number confirmed.**

**If the final count is greater than the number confirmed you will be charged for the number in attendance.**

**All unmet food and beverage minimum will be applied as a room rental fee.**

**Any room or set-up changes same day will incur an additional labor fee.**

**A 20% service charge and 9.00% California State tax is applied to the invoice. A 3% living wage surcharge will apply to all invoices. Due to requirements of the State Board of Equalization, you will be charged sales tax on the total of the food, beverage and service charge.**

- 1 No outside Food or Wine will be permitted without the consent of MacArthur Park. Wedding cakes - are the exception. In the event of permission, the following charges will be applied:**
  - a. Wine: a corkage fee of \$20 per 750 ml bottle. The wine must not be on our wine list.**
  - b. Cake or dessert: a charge of \$2.50 per person. (Weddings, please inquire)**
  - c. The above does not apply for off site catering, delivery or drop off.**
  - d. No food is permitted to be taken from premise (Buffets)**
- 2 A final billing will be presented at the conclusion of the event, reflecting the actual costs less the deposit made. It is expected that the final bill will be paid by credit card, cash or check at the completion of the event. If a check is going to be used for payment, arrangements must be made in advance.**

Client: 

Date: 1-14-20