



Event / Catering Contract

Invoice #: E07167

Status: Tentative

Revised on: 1/24/2020

Client/Organization Stanford NBER	Event Date 2/7/2020 (Fri)	Booking Cell	PO #	Event # E07167
Address 366 Galvez Street		Booking Contact Rossannah Reeves	Site Contact Rossannah Reeves	Guests 70 (Act) 100
Party Name F/S Conference	Sales Rep Anna Pyczak	Theme Conference	Category Full Service/Staffed	

PRICING BASED ON MINIMUM GUARANTEED GUEST COUNT OF 70. ESTIMATED COST PER GUEST: 99.48. ANY CHANGES TO GUARANTEED GUEST COUNT MUST BE MADE NO LATER THAN 72 HOURS BEFORE EVENT DATE. CANCELLATION CHARGES MAY APPLY.

Site Locations

Site Name	Site Address
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Breakfast Buffet - Friday, February 07, 2020 - 8:30 am

SIEPR 366 Galvez, Stanford, ca 94305

Directions

Venue

Description	Arrival	Start	End	Banquet Room	Setup Style
Breakfast Buffet	7:00 am	8:30 am	10:30 am		
Lunch Buffet	11:30 am	12:30 pm	1:30 pm		
Labor and Rentals	NA	8:30 am	5:00 pm		

Food/Service Items

Food/Service Items	Price	Qty	Total
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Breakfast Buffet - Friday, February 07, 2020 - 8:30 am

8:30 - 9:00 AM Breakfast in Lobby

BAGEL BAR:

15.00 ~~70~~ 100 1,050.00

- Assorted sliced Bagels: Plain, Everything & Cheese
- Platter of sliced Cheeses: Cheddar, Provolone and Swiss
- Platter of sliced Turkey Breast, and sliced Hard Boiled Eggs (3oz/pp)
- Plain Cream Cheese
- Salmon Cream Cheese
- Platter of sliced Tomatoes, Cucumbers, and shaved Red Onions
- Fruit Salad

Beverage Station: All Day	5.00	70	350.00
- Fresh Orange Juice			
- Orange Infused Water in a glass dispenser			
- Coffee and Tea Service			
- Regular, Decaf, Hot Water			
- Assorted Teas			
- Sugar & Sweeteners			
- Half & Half			
- Stir Sticks			
- Drip catchers, Coffee Beans			
- Labels			
- Trash Receptacle			
Biodegradables (10" Plates, Forks, Knives, Napkins, Coffee Cups, Beverage Cups, Cocktail Napkins)	1.50	70	105.00
10:00 AM and 11:15 AM Break			
Refresh Coffee			
Soft Drinks, La Croix and Mineral Water	2.50	70	175.00
<u>Lunch Buffet - Friday, February 07, 2020 - 12:30 pm</u>			
12:00 - 1:00 PM Lunch Buffet:	19.00	70	1,330.00
Fajita Bar:			
- Flour Tortillas		70	
(2/pp)			
- Mexican Rice (GF)(Vegan)	3.50	70	245.00
Rice Cooked with Onions, Garlic, Tomato Puree, and Vegetable Stock.			
- Black Beans (GF)(Vegan)	3.50	35	122.50
seasoned with Onions, Jalapeño, Lime, Bay Leaves, Salt and Pepper.			
- Latin Spiced Vegetables		35	
- Beef Fajitas (GF)	10.00	70	700.00
grilled Flank Steak sauteed with sweet Chiles, Onions, and House Spice Blend			
On the side: Shredded Lettuce, Salsa, Cotija Cheese, Cheddar Cheese and Sour Cream		70	
Dessert:	2.50	70	175.00
- Assorted Thumbprint Cookies (Veg)	2.50		

2:30 PM Break

Refresh Beverages and Desserts

1/24/2020 - 12:12:41 PM

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Biodegradables (10" Plates, Forks, Knives, Dinner Napkins, Appetizer Plates, Cocktail Napkins, Coffee Cups, Beverage Cups) 1.50 70 105.00

Labor and Rentals - Friday, February 07, 2020 - 8:30 am

Estimated Labor:

(1) Event Captain per hour 6:30 am - 2:30pm 50.00 8 400.00

(1) Server 12:00 pm - 6:00 pm 45.00 6 270.00

Afternoon staff to prep for next day, change linens, pre-set coffee station etc

Delivery Fee (Breakfast and Lunch) 60.00 2 120.00

Estimated Rentals: 176.64 1 176.64

(5) Guest table linens

	Food	Beverage	Liquor	Disposables	Equipment	Labor	Delivery	M&C.	Total
Subtotal	3,622.50	525.00	0.00	210.00	176.64	790.00	0.00	0.00	5,324.14
Service Charge	724.50	105.00	0.00	42.00	35.33	158.00	0.00	0.00	1,064.83
Taxes	391.23	56.70	0.00	22.68	19.08	85.32	0.00	0.00	575.01
Total	4,738.23	686.70	0.00	274.68	231.05	1,033.32	0.00	0.00	6,963.98

Subtotal	5,324.14	Paid	0.00	Signature
Taxes (9%)	575.01	Balance	6,963.98	
Serv Chg (20%)	1,064.83	Gratuity (0%)	0.00	
Total Value	6,963.98			

Name on Card ROBERT SHANNON

Credit Card No. 3782 6286 7884 033 Exp 9/23 Sec. Code 9625

Billing Address 1050 MASS AVE, CAMBRIDGE MA ZIP Code 02138

Authorized Signature [Signature] Date 1.27.20

*HandHeld Catering = HHC

*Seasonal Availability: Due to weather, seasonal changes and market availability, certain menu substitutions may be necessary to maintain menu prices quoted.

Gratuity: While Standard Gratuities are not included they are appreciated.

Please read & fill out the section below, accepting or declining the release of liability on any leftover food.

As a customer of HHC, I desire to receive various assorted food products that are "left over" from our catered event. Accordingly, I:

1. Agree that I am solely responsible for determining whether the food I have received from HHC is fit for human consumption.

2. Acknowledge that I accept all "left over" food from HHC, "AS IS." HHC expressly disclaims any implied warranties of fitness or merchantability for any particular use. There are no express warranties in relation to this left over food. No person is authorized to give any warranties on behalf of HHC or to assume any liability for HHC. I release HHC from any liability resulting from the condition of donated food. I further agree to indemnify and hold harmless HHC from all liabilities, damages, losses, claims, causes of action at law or equity, or any obligation whatsoever arising out of or attributed to any action of myself or any personnel employed by me in connection with storage or use of donated food.

[] I would like to keep "left over" food. In doing so, I release all liability & agree to all of the above terms.

[X] I decline to keep "left over" food & understand that should I change my mind, I will be required to fill out the above release of liability.

 [Initial Here whether you accept or decline]

FOOD PORTION POLICY: Please be aware of the portion amount that you have ordered before finalizing. HHC will provide the portions ordered & it is the responsibility of the clients to provide the correct guest count and/or correct portion amounts ordered for the event.

I understand the number of portions that I have ordered & agree that this is the correct amount for my needs

 [Initial Here]

LEFT OVER FOOD AND BEVERAGE POLICY: Please be advised that HHC, for liability and health reasons, will be unable to package left-over food "to go" upon completion of the event.

 [Initial Here]

CATERING CONTRACT

LABOR: Labor charges include travel time to AND from event, as well as clean up. Any labor hours in excess of eight (8) hours will incur overtime rates of time and one half.

 [Initial Here]

APPLICABLE TAXES AND SERVICE CHARGES: Service charge and applicable sales tax will be added to all food, beverage, labor and rental charges. Applicable sales tax will be added to all staffing and service charges.

SERVICE CHARGE: is a standard industry fee that covers admin costs, on site insurance, coordination with vendors for items needed and overall production of the event.

 [Initial Here]

RENTALS: Average rental charges per person are based upon the number of guests and the style of event chosen. Quoted rental charges are a PROPOSAL ONLY. Actual charges will be determined after final client selections with HHC Sales and Design Representatives.

Client is responsible for all equipment & rentals from the time of delivery until the time of pick-up. In the event that any such items go missing or are damaged, the client will be charged a replacement & processing fee. This fee will be charged to the credit card on file. If client is able to locate lost items, the account will be credited.

 [Initial Here]

DEPOSIT POLICY: A non-refundable 50% deposit is required to secure the event date at proposal signing. We will be unable to guarantee your event date until we have received your signed proposal and deposit check or credit card payment. If paying by check alone we ask that you also submit a credit card which we will hold on file for security purposes.

 [Initial Here]

PAYMENT BREAKDOWN: GUARANTEED GUEST COUNT DUE 7 BUSINESS DAYS BEFORE EVENT DAY, FINAL BALANCE DUE ON EVENT DAY.

Payments received after the above date will be charged a 10% late fee on the entire value of the invoice.

FORCE MAJEURE: Neither party shall be responsible for failure to perform this contract if circumstances beyond their control, including but not limited to Acts of God as hurricanes, flooding, earthquakes, fires, etc, as well as any government intervention, civil disorders, terrorism or other emergencies from governmental authority, or declared war in the United States that make it illegal or impossible for HHC to hold the event.

 [Initial Here]

Last Minute Changes or Additions: There will be a 15% charge per person for changes that occur 72hrs or less before the event. Any labor adjustments will be charged on a separate invoice.

CANCELLATION POLICY: Due to advanced food, beverage, rental, and other item ordering necessities, functions canceled at least 14 days prior will receive the 50% deposit as credit toward a future event.

Events canceled between 14 days & 72 hours will accrue only the 50% non-refundable deposit & will not be responsible for the remaining balance.

Events canceled within 48 hours will still require full payment.

SOCIAL MEDIA POLICY: Please check if you would not like photos of your business to be posted on our social media. We appreciate your support to help us grow, but here at HHC we respect your privacy.

 [Initial Here]

If either party undertakes litigation against the other party to enforce or interpret this agreement, the prevailing party shall be entitled to recover from the other party reasonable attorney fees and court costs incurred. The prevailing party shall be determined under Civil Code § 1717(b)(1) or any successor statute.



Event / Catering Contract

Invoice #: E07164

Status: Tentative

Revised on: 1/24/2020

Client/Organization Stanford NBER	Event Date 2/8/2020 (Sat)	Booking Cell	PO #	Event # E07164
Address 366 Galvez Street		Booking Contact Rossannah Reeves	Site Contact Rossannah Reeves	Guests 70 (Act) 100
Party Name F/S Conference	Sales Rep Anna Pyczak	Theme Conference	Category Full Service/Staffed	

PRICING BASED ON MINIMUM GUARANTEED GUEST COUNT OF 70. ESTIMATED COST PER GUEST: 72.90. ANY CHANGES TO GUARANTEED GUEST COUNT MUST BE MADE NO LATER THAN 72 HOURS BEFORE EVENT DATE. CANCELLATION CHARGES MAY APPLY.

Site Locations

Site Name	Site Address
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Breakfast Buffet - Saturday, February 08, 2020 - 8:00 am

SIEPR 366 Galvez, Stanford, ca 94305

Directions

Venue

Description	Arrival	Start	End	Banquet Room	Setup Style
Breakfast Buffet	7:00 am	8:00 am	10:30 am		
Lunch Buffet	10:50 am	11:50 am	12:50 pm		
Labor and Rentals	NA	8:30 am	5:00 pm		

Food/Service Items

Food/Service Items	Price	Qty	Total
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Breakfast Buffet - Saturday, February 08, 2020 - 8:00 am

8:30 - 9:00 AM Breakfast in Lobby

THE QUICK START: 12.00 70 840.00

- Assorted Mini Breakfast Pastries: Croissants, Danishes and Muffins (1.5 per person)
- Fresh Fruit Platter (GF)(Veg)
- Butter and Seasonal Jams
- Composed Parfaits: Vanilla Yogurt topped fresh Berries. On the side: House Granola & Honey Bear (Veg) (3oz of yogurt per guest)

Beverage Station: All Day 5.00 70 350.00

1/24/2020 - 12:16:54 PM

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- Fresh Orange Juice
- Orange Infused Water in a glass dispenser
- Coffee and Tea Service
- Regular, Decaf, Hot Water
- Assorted Teas
- Sugar & Sweeteners
- Half & Half
- Stir Sticks
- Drip catchers, Coffee Beans
- Labels
- Trash Receptacle

Biodegradables (10" Plates, Forks, Knives, Napkins, Coffee Cups, Beverage Cups, Cocktail Napkins)	1.50	70	105.00
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10:40 AM Break
Refresh Coffee

Soft Drinks, La Croix and Mineral Water	2.50	70	175.00
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Lunch Buffet - Saturday, February 08, 2020 - 11:50 am

11:50 - 12:50 PM Lunch Buffet:	17.00	70	1,190.00
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- Butter Leaf Salad (GF)(Vegan) with shaved Radish, shaved Jicama, and Grapefruit Wheels. Paired with an Organic Agave Nectar Dressing		70	
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- Grilled Eggplant and Spinach Stacks (GF)(Veg) with Parmesan Cheese and Roasted Bell Pepper Coulis 1 pp		70	
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- Roasted Garlic Mashed Potatoes (GF)(Veg)		70	
- Tuscan Chicken (GF) with Sundried Tomato Cream Sauce 3 oz portions		70	

Dessert: - Assorted Italian Butter Cookies (Veg)	2.50	70	175.00
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2:30 PM End time

Biodegradables (10" Plates, Forks, Knives, Dinner Napkins, Appetizer Plates, Cocktail Napkins, Coffee Cups, Beverage Cups)	1.50	70	105.00
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Labor and Rentals - Saturday, February 08, 2020 - 8:30 am

Estimated Labor:

(1) Event Captain per hour 6:30 am - 1:30pm	50.00	7	350.00
(1) Server / Lunch Driver 9:00 am - 4:00 pm	45.00	7	315.00

Delivery Fee (Breakfast and Lunch)	60.00	2	120.00
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Estimated Rentals:	176.64	1	176.64
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(5) Guest table linens

	Food	Beverage	Liquor	Disposables	Equipment	Labor	Delivery	Misc.	Total
Subtotal	2,205.00	525.00	0.00	210.00	176.64	785.00	0.00	0.00	3,901.64
Service Charge	441.00	105.00	0.00	42.00	35.33	157.00	0.00	0.00	780.33
Taxes	238.14	56.70	0.00	22.68	19.08	84.78	0.00	0.00	421.38
Total	2,884.14	686.70	0.00	274.68	231.05	1,026.78	0.00	0.00	5,103.35

Subtotal	3,901.64	Paid	0.00	Signature
Taxes (9%)	421.38	Balance	5,103.35	
Serv Chg (20%)	780.33	Gratuity (0%)	0.00	
Total Value	5,103.35			

Name on Card ROBERT SHANNON

Credit Card No. 378262867884033 Exp 9.23 Sec. Code 9625

Billing Address 1060 MASS AVE CAMBRIDGE, MA ZIP Code 02138

Authorized Signature  Date 1.27.20

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