



**Catered Too!**

325 Demeter St.  
East Palo Alto, CA 94303  
-705778821

Phone: 650-240-2300

www.cateredtoo.com events@cateredtoo.com

**NBER Conference day 1**

|                       |  |                     |                      |
|-----------------------|--|---------------------|----------------------|
| <b>Prepared For:</b>  | Rob Shannon<br>National Bureau of Economic Research                          | <b>Event Date:</b>  | 1/7/2020 - Tuesday   |
| <b>Address:</b>       | 1050 Mass Ave.<br>Cambridge, MA 02138  | <b>Phone:</b>       | Work: 1-617-588-0384 |
| <b>Email:</b>         | rshannon@nber.org  | <b>Guest Count:</b> | <del>75</del> 60     |
| <b>Proposal #:</b>    | 8348   | <b>Occasion:</b>    | Conference           |
| <b>Service Style:</b> | All Day Service  | <b>Last Change:</b> | 12/10/2019           |
| <b>Salesperson:</b>   | Susan Richard-Arrighi<br>susan@cateredtoo.com                                |                     |                      |
| <b>Venue:</b>         | Computer History Museum<br>1401 N Shoreline Blvd.<br>Mountain View, Ca 94043 |                     |                      |
| <b>Venue Contact:</b> | Valerie Alston<br>valston@computerhistory.org                                |                     |                      |

| Room                         | Start:              | End:                | Notes:                          | Charge: |
|------------------------------|---------------------|---------------------|---------------------------------|---------|
| <del>Booth</del> <b>HAHN</b> | 1/7/2020<br>8:00 AM | 1/7/2020<br>6:00 PM | Lunch seating                   |         |
| Hahn Auditorium              | 1/7/2020<br>8:00 AM | 1/7/2020<br>6:00 PM | Session                         |         |
| Hall Of Fellows              | 1/7/2020<br>8:00 AM | 1/7/2020<br>6:00 PM | All day beverages,<br>breakfast | \$0.00  |

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|                  |                     |  |
|------------------|---------------------|--|
| <b>Timeline:</b> | 8:00 AM Event Start | Breakfast and all day beverages in Hall of fellows |
|                  | 12:00 PM Lunch      | Food and beverage - Boole alcove                   |
|                  | 6:00 PM Event End   | Beverage station available till 6:00pm             |

### **Breakfast menu**

#### **75 - Continental Breakfast**

Breakfast Breads, Danish, Muffins, and Scones  
Cubed and whole seasonal fruit

#### **Yogurt Parfaits**

creamy yogurt topped with granola and fruit, served in small tumblers

### **Lunch menu**

#### **75 - Dinner Rolls and Fresh Baked Breads**

served with sweet creamery butter

#### **75 - Caesar Salad**

Hearts of Romaine, kalamata olives, red grape tomatoes, garlic croutons and shaved asiago cheese

\*Cheese and croutons on the side\*

\*Vegan dressing\*

#### **75 - Steamed Green Beans & Carrots**

#### **75 - Wild Rice & Quinoa Pilaf**

with garlic and fresh herbs

(gluten free, vegan)

#### **75 - Chicken Picatta**

browned chicken topped with a lemon garlic caper sauce

#### **75 - Grilled Vegetable Polenta Lasagna**

layered with marinara sauce, mozzarella cheese and fresh herbs

#### **75 - Assorted Cookies & Brownies**

Freshly baked just for you

#### Menu Includes:

All necessary serving equipment, distinct buffet styling and bio-compostable serviceware NOTE:

This price is based on volume; should the guaranteed guest count be reduced to less than 100 guests, appropriate per person costs may be made.

**Food**

| Qty              | Description     | Unit Price |  | Total      |
|------------------|-----------------|------------|--|------------|
| 75               | Breakfast menu  | \$9.00     |  | \$675.00   |
| 45               | Yogurt Parfaits | \$3.00     |  | \$135.00   |
| 75               | Lunch menu      | \$25.00    |  | \$1,875.00 |
| Food Subtotal    |                 |            |  | \$2,685.00 |
| Per Person Total |                 |            |  | \$35.80    |

**Beverage**

| Qty   | Description   | Unit Price |      | Total    |
|---|---|------------|------|----------|
| <i>Set up in Hall of Fellows</i>              |   |            |      |          |
| 75  | All Day Beverage Package<br>Peerless Organic Fair Trade French Roast and Swiss Water<br>Process Decaf,<br>assorted Numi teas and condiments refreshed throughout the<br>day.<br>citrus water, spring water, iced tea and assorted sodas | \$6.95     | Each | \$521.25 |
| <i>Lunch beverages set up in Boole alcove</i> |   |            |      |          |
| 75  | Non-Alcoholic Beverages<br>Coke, Dirt Coke, Sprite and self serve acrylics of spring water<br>and iced tea  | \$0.00     | Each | \$0.00   |
| Beverage Subtotal                             |   |            |      | \$521.25 |

**Rental**

| Qty             | Description   | Unit Price |      | Total    |
|-----------------|---|------------|------|----------|
| 6               | Linen - 120" Round<br>Gray - cocktail tables                                  | \$16.00    | Each | \$96.00  |
| 8               | Linen - 132" Round<br>Gray - lunch seating in Boole                           | \$19.00    | Each | \$152.00 |
| 15              | Linen - 90"x132" banquet<br>Black - seating in Hahn                           | \$18.00    | Each | \$270.00 |
| 6               | Table - Cocktail<br>36" x 42" tall cocktail table - set up in Hall of fellows | \$16.00    | Each | \$96.00  |
| 1               | Delivery Fee<br>Includes delivery and pick up of equipment                    | \$150.00   | Each | \$150.00 |
| Rental Subtotal |   |            |      | \$764.00 |

**Staffing**

|   |               |        |
|---|---------------|--------|
| 1 | Beverage      | 6 hrs  |
| 1 | Event Manager | 10 hrs |
| 1 | Kitchen Prep  | 9 hrs  |
| 1 | Server        | 9 hrs  |

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|                   |            |
|-------------------|------------|
| Staffing Subtotal | \$1,135.00 |
|-------------------|------------|

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|                            |            |
|----------------------------|------------|
| <b>Charges:</b>            | \$5,105.25 |
| <b>23% Production Fee:</b> | \$1,174.21 |
| <b>Subtotal:</b>           | \$6,279.46 |
| <b>9% Sales Tax:</b>       | \$565.15   |
| <b>Post-Tax Subtotal:</b>  | \$6,844.61 |
| <b>Payments:</b>           | \$0.00     |
| <b>Balance Due:</b>        | \$6,844.61 |
| <b>50% Deposit Amount:</b> | \$3,422.31 |

**Final Balance**      **1/7/2020**  
**Due:**





# Contract for Service

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| <b>Prepared For:</b>  | Rob Shannon<br>National Bureau of Economic Research                          | <b>Event Date:</b>  | 1/7/2020 - Tuesday   |
| <b>Address:</b>       | 1050 Mass Ave.<br>Cambridge, MA 02138  | <b>Phone:</b>       | Work: 1-617-588-0384   |
| <b>Email:</b>         | rshannon@nber.org  | <b>Event Title:</b> | NBER Conference day<br>1   |
| <b>Contract #:</b>    | 8348   | <b>Guest Count:</b> | <del>75</del> 60   |
| <b>Service Style:</b> | All Day Service  | <b>Occasion:</b>    | Conference   |
| <b>Salesperson:</b>   | Susan Richard-Arrighi<br>susan@cateredtoo.com                                | <b>Per Person:</b>  | \$91.26  |
| <b>Event Total:</b>   | \$6,844.61   | <b>Deposit Due:</b> |  |
| <b>Deposit:</b>       | \$3,422.31   | <b>Last Change:</b> | 12/10/2019   |
| <b>Venue:</b>         | Computer History Museum<br>1401 N Shoreline Blvd.<br>Mountain View, Ca 94043 |                     |  |
| <b>Venue Contact:</b> | Valerie Alston<br>valston@computerhistory.org                                |                     |  |
| <b>Timeline:</b>      | 8:00 AM Event Start<br>12:00 PM Lunch<br>6:00 PM Event End                   |                     | Breakfast and all day beverages in Hall of fellows<br>Food and beverage - Boole alcove<br>Beverage station available till 6:00pm |

## Catering Agreement

Thank you for choosing Catered Too, we look forward to catering your event. To acknowledge your

25

understanding and acceptance of our catering services, please read your contract carefully and return with the requested deposit as listed.

**Payment Requirements:** Deposit needs to be paid at the time of signing your contract. 100% of contracted amount is due 10 business days prior to your event date. All incidentals will be billed within 5 days after completion of your event. A 10% late charge will be added to all payments not made in full within 30 days of your event unless previously agreed upon by both parties. Forms of payment accepted are: Visa, Mastercard, American Express, corporate and personal checks and wire transfers.      initial

**Guest Count Policy:** Menu cost is based upon your initial estimated guest count. Should your guest count increase or decrease from this original count, the menu price per person will be adjusted accordingly. Your guest count is required 10 business days prior to your event. This is the number that you will be billed for, even if less guests attend. Any guest count increase that occurs within 72 hours of the event date will result in an increased food price per person of 25% on the additional number of guests that the count is increased by. For seated meal service, your entree count complete with any dietary restricted meals required is due 10 business days prior to your event. If not given to your Catered Too representative at this time, client accepts and acknowledges that meal counts will be calculated at Catered Too's discretion which could result in guests not receiving the specific meal they've requested.      initial

**Cancellation Policy:** Refunds: 6 months prior=100%, 3 months prior=50%, Less than 3 months prior=No refund, but your deposit is transferable to another event that is to be rescheduled within one year of the original event date. Catered Too reserves the right to cancel any event as we deem necessary, such as failure to comply with the the terms outlined in the contract.      initial

**Labor Charges:** The labor charges described herein are per our estimate of service. Labor charges include set up time, event time and clean up time. Should you require extended service beyond this estimate, additional labor charges will be added, including overtime rates. Increases in guest counts over the original proposed count could require extra staffing and additional staffing charges.      initial

**Facility Fees and Permits:** Client is responsible for any fees imposed by the facility used for the event, including any fees or permits required for Catered Too's use of the facility which will be outlined in writing in the clients proposal. Client is also responsible for the cost of fire permits, health permits or any additional special permits required to lawfully execute their event.      initial

**Liquor Liability and Policy:** Alcoholic Beverage Control (ABC) requires that all leftover beverages provided by Catered Too remain the property of Catered Too. If beverages are client provided, the leftovers will remain the property of the client and will be packed up by Catered Too staff at the end of the event for client to take with them. There will be no self service of alcoholic beverages, a licensed bartender or staff of Catered Too must serve all alcohol. Catered Too has the right to refuse alcohol to any guest who is intoxicated or is not of legal drinking age in compliance with the

PM

California State Beverage Control Liquor Laws. Unless pre-approved by Catered Too, no client, vendor or guest can bring alcoholic beverages or food of any type to a Catered Too event. We reserve the right to refuse service to any person not complying with the California State Beverage Control Liquor Laws. Client is responsible for all actions of guests who are consuming alcoholic beverages during the event. Client will conduct the event in an orderly manner and in full compliance with the applicable laws, ordinances and regulations, as well as the facility contract. Alcohol service will end 1/2 hour before the official end of the event JS initial

**Production Fee:** The 23% production fee covers Catered Too's event coordinating and overhead costs. It covers the catering production, trash removal and clean-up, catering equipment, props, de'cor, general liability insurance for each event, workers compensation insurance for each employee, kitchen preparation time, vehicle expenses, loading and unloading of the trucks, maintenance and restocking of the equipment, etc. The production fee is not a service gratuity and is not paid to the service staff working your event. As per the California State Board of Equalization, both labor and production Fees are subject to sales tax. JS initial

**Leftover food:** The Health Department requires that all leftover food remain the property of Catered Too. If there is food left over that is kept at a safe temperature throughout the event, Catered Too will donate the food to the Ecumenical Hunger Program on your behalf. JS initial

#### **Terms & Conditions:**

Catered Too will not be held responsible for costs or damages by any other vendor that Catered Too has not directly hired including, but not limited to rental items (chairs, tables, furniture, china, flatware, glassware, etc...) provided by the client or a third party rental company.

Additional staff and set up charges may be incurred if client provides outside rentals that are required to be set up or broken down by Catered Too staff. Charges will be based on additional time needed and staff required.

Catered Too reserves the right to make slight adjustments to the menu if key ingredients are unable to be sourced due to seasonality or any other reason that is beyond the control of Catered Too.

In accordance with appropriate California health codes, Catered Too reserves the right to discard any leftover food items after the agreed upon event timetable, where there is a reasonable risk for foodborne illness to occur.

Client may be billed for additional staff hours if your event does not adhere to the agreed upon timeline in your contract.

Catered Too is not responsible for any costs incurred by acts of nature or incidences that are beyond our control such as floods, severe weather conditions and/or power outages.

Modifications made to contracts not agreed upon by Catered Too will deem the contract null and void.

Long distance events require special arrangements and may incur traveling fees for staff.

Catered Too will provide proof of insurance upon request.

Proprietary Clause: This proposal was developed exclusively by Catered Too, Inc. The content, respective pricing and disclosures in this proposal are considered by Catered Too, Inc. to be of proprietary nature and confidential. Therefore, the designated recipient of this information must honor Catered Too's rights and refrain from disseminating and/or disclosing this content of this proposal to any other party.

I have read and agree with all of the policies, terms and conditions as stated above:

PRINT NAME: ROB SHANNON

SIGN NAME: 

DATE: 12-13-19

COMPANY/ORGANIZATION: NBER

Client Signature 

Signer Name: ROB SHANNON

Sign Date: 12-13-19





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**NBER Conference day 2**

|                       |  |                     |                      |
|-----------------------|--|---------------------|----------------------|
| <b>Prepared For:</b>  | Rob Shannon<br>National Bureau of Economic Research                          | <b>Event Date:</b>  | 1/8/2020 - Wednesday |
| <b>Address:</b>       | 1050 Mass Ave.<br>Cambridge, MA 02138  | <b>Phone:</b>       | Work: 1-617-588-0384 |
| <b>Email:</b>         | rshannon@nber.org  | <b>Guest Count:</b> | <del>75</del> 70     |
| <b>Proposal #:</b>    | 8349   | <b>Occasion:</b>    | Conference           |
| <b>Service Style:</b> | All Day Service  | <b>Last Change:</b> | 12/10/2019           |
| <b>Salesperson:</b>   | Susan Richard-Arrighi<br>susan@cateredtoo.com                                |                     |                      |
| <b>Venue:</b>         | Computer History Museum<br>1401 N Shoreline Blvd.<br>Mountain View, Ca 94043 |                     |                      |
| <b>Venue Contact:</b> | Valerie Alston<br>valston@computerhistory.org                                |                     |                      |

| Room                  | Start:              | End:                | Notes:            | Charge: |
|-----------------------|---------------------|---------------------|-------------------|---------|
| <del>Boole</del> HAHN | 1/8/2020<br>8:00 AM | 1/8/2020<br>6:00 PM |                   |         |
| Hahn Auditorium       | 1/8/2020<br>8:00 AM | 1/8/2020<br>6:00 PM |                   |         |
| Hall Of Fellows       | 1/8/2020<br>8:00 AM | 1/8/2020<br>6:00 PM | All day beverages | \$0.00  |

JS

|                  |                     |  |
|------------------|---------------------|--|
| <b>Timeline:</b> | 8:00 AM Event Start | Breakfast                              |
|                  | 12:00 PM Lunch      | Boole alcove                           |
|                  | 6:00 PM Event End   | Beverage station available till 6:00pm |

**Breakfast menu**

**75 - Continental Breakfast**

Breakfast Breads, Danish, Muffins, and Scones  
Cubed and whole seasonal fruit

**Frittata**

Spinach, mushrooms and gruyere cheese. Displayed with ketchup and hot sauce.

**Lunch menu**

**75 - Artisan Bread Basket**

Fresh baked nine grain rolls, olive oil and sea salt crusted focaccia and sliced ciabatta bread served with creamy butter

**75 - Baby Spinach Salad**

Fresh baby spinach, butternut squash croutons, hazelnuts, feta cheese and sherry vinaigrette

**75 - Melange of Grilled Vegetables**

VG, GF

**75 - Caramelized Shallot Mashed Potatoes**

mashed potatoes with caramelized shallots, butter, cream and sea salt

**75 - Garlic & Fresh Herb Marinated Tri Tip**

with a roasted garlic and shallot pesto and horseradish cream sauce on the side

**75 - Zucchini 'Bolognese'**

fresh zucchini noodles with grilled parmesan polenta cakes, seitan tomato 'bolognese' sauce and garnished with micro basil (vegetarian)- \*Contains gluten

**75 - Assorted Dessert Bars**

Menu Includes:

All necessary serving equipment, distinct buffet styling and bio-compostable serviceware NOTE: This price is based on volume; should the guaranteed guest count be reduced to less than 100

guests, appropriate per person costs may be made.

**Food**

| Qty | Description    | Unit Price |  | Total            |
|-----|----------------|------------|--|------------------|
| 75  | Breakfast menu | \$9.00     |  | \$675.00         |
| 45  | Frittata       | \$3.00     |  | \$135.00         |
| 75  | Lunch menu     | \$25.00    |  | \$1,875.00       |
|     |                |            |  | Food Subtotal    |
|     |                |            |  | \$2,685.00       |
|     |                |            |  | Per Person Total |
|     |                |            |  | \$35.80          |

**Beverage**

| Qty | Description   | Unit Price |      | Total             |
|-----|---|------------|------|-------------------|
|     | <i>Set up in Hall of Fellows</i>  |            |      |                   |
| 75  | All Day Beverage Package  | \$6.95     | Each | \$521.25          |
|     | Peerless Organic Fair Trade French Roast and Swiss Water<br>Process Decaf,<br>assorted Numi teas and condiments refreshed throughout the<br>day.<br>citrus water, spring water, iced tea and assorted sodas |            |      |                   |
|     | <i>Lunch beverages set up in Boole alcove</i>   |            |      |                   |
| 75  | Non-Alcoholic Beverages   | \$0.00     | Each | \$0.00            |
|     | Coke, Dirt Coke, Sprite and self serve acrylics of spring water<br>and iced tea   |            |      |                   |
|     |   |            |      | Beverage Subtotal |
|     |   |            |      | \$521.25          |

**Rental**

| Qty | Description   | Unit Price |      | Total           |
|-----|---|------------|------|-----------------|
| 15  | Linen - 90"x132" banquet                                  | \$18.00    | Each | \$270.00        |
|     | Black - U shaped seating in Hahn                          |            |      |                 |
| 6   | Linen - 120" Round  | \$16.00    | Each | \$96.00         |
|     | Charcoal gray - cocktail tables                           |            |      |                 |
| 8   | Linen - 132" Round  | \$19.00    | Each | \$152.00        |
|     | Charcoal Gray - seating in Boole for lunch                |            |      |                 |
| 6   | Table - Cocktail  | \$16.00    | Each | \$96.00         |
|     | 36" x 42" tall cocktail table - set up in Hall of fellows |            |      |                 |
|     |   |            |      | Rental Subtotal |
|     |   |            |      | \$614.00        |

**Staffing**

|   |               |        |
|---|---------------|--------|
| 1 | Beverage      | 6 hrs  |
| 1 | Event Manager | 10 hrs |
| 1 | Kitchen Prep  | 9 hrs  |
| 1 | Server        | 9 hrs  |

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|                   |            |
|-------------------|------------|
| Staffing Subtotal | \$1,135.00 |
|-------------------|------------|

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|                 |            |
|-----------------|------------|
| <b>Charges:</b> | \$4,955.25 |
|-----------------|------------|

|                            |            |
|----------------------------|------------|
| <b>23% Production Fee:</b> | \$1,139.71 |
|----------------------------|------------|

|                  |            |
|------------------|------------|
| <b>Subtotal:</b> | \$6,094.96 |
|------------------|------------|

|                      |          |
|----------------------|----------|
| <b>9% Sales Tax:</b> | \$548.55 |
|----------------------|----------|

|                           |            |
|---------------------------|------------|
| <b>Post-Tax Subtotal:</b> | \$6,643.51 |
|---------------------------|------------|

|                  |        |
|------------------|--------|
| <b>Payments:</b> | \$0.00 |
|------------------|--------|

|                     |            |
|---------------------|------------|
| <b>Balance Due:</b> | \$6,643.51 |
|---------------------|------------|

|                            |            |
|----------------------------|------------|
| <b>50% Deposit Amount:</b> | \$3,321.76 |
|----------------------------|------------|

**Final Balance**      **1/8/2020**  
**Due:**



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| <b>Service Style:</b> | All Day Service  | <b>Occasion:</b>    | Conference               |
| <b>Salesperson:</b>   | Susan Richard-Arrighi<br>susan@cateredtoo.com                                |                     |                          |
| <b>Event Total:</b>   | \$6,643.51   | <b>Per Person:</b>  | \$88.58                  |
| <b>Deposit:</b>       | \$3,321.76   | <b>Deposit Due:</b> |                          |
| <b>Venue:</b>         | Computer History Museum<br>1401 N Shoreline Blvd.<br>Mountain View, Ca 94043 | <b>Last Change:</b> | 12/10/2019               |
| <b>Venue Contact:</b> | Valerie Alston<br>valston@computerhistory.org                                |                     |                          |

|                  |                     |  |
|------------------|---------------------|--|
| <b>Timeline:</b> | 8:00 AM Event Start | Breakfast                              |
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RS

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**Labor Charges:** The labor charges described herein are per our estimate of service. Labor charges include set up time, event time and clean up time. Should you require extended service beyond this estimate, additional labor charges will be added, including overtime rates. Increases in guest counts over the original proposed count could require extra staffing and additional staffing charges. MS initial

**Facility Fees and Permits:** Client is responsible for any fees imposed by the facility used for the event, including any fees or permits required for Catered Too's use of the facility which will be outlined in writing in the clients proposal. Client is also responsible for the cost of fire permits, health permits or any additional special permits required to lawfully execute their event. MS initial

**Liquor Liability and Policy:** Alcoholic Beverage Control (ABC) requires that all leftover beverages provided by Catered Too remain the property of Catered Too. If beverages are client provided, the leftovers will remain the property of the client and will be packed up by Catered Too staff at the end of the event for client to take with them. There will be no self service of alcoholic beverages, a licensed bartender or staff of Catered Too must serve all alcohol. Catered Too has the right to refuse alcohol to any guest who is intoxicated or is not of legal drinking age in compliance with the

California State Beverage Control Liquor Laws. Unless pre-approved by Catered Too, no client, vendor or guest can bring alcoholic beverages or food of any type to a Catered Too event. We reserve the right to refuse service to any person not complying with the California State Beverage Control Liquor Laws. Client is responsible for all actions of guests who are consuming alcoholic beverages during the event. Client will conduct the event in an orderly manner and in full compliance with the applicable laws, ordinances and regulations, as well as the facility contract. Alcohol service will end 1/2 hour before the official end of the event RS initial

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#### **Terms & Conditions:**

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Catered Too reserves the right to make slight adjustments to the menu if key ingredients are unable to be sourced due to seasonality or any other reason that is beyond the control of Catered Too.

In accordance with appropriate California health codes, Catered Too reserves the right to discard any leftover food items after the agreed upon event timetable, where there is a reasonable risk for foodborne illness to occur.

Client may be billed for additional staff hours if your event does not adhere to the agreed upon timeline in your contract.

Catered Too is not responsible for any costs incurred by acts of nature or incidences that are beyond our control such as floods, severe weather conditions and/or power outages.

Modifications made to contracts not agreed upon by Catered Too will deem the contract null and void.


Long distance events require special arrangements and may incur traveling fees for staff.

Catered Too will provide proof of insurance upon request.

Proprietary Clause: This proposal was developed exclusively by Catered Too, Inc. The content, respective pricing and disclosures in this proposal are considered by Catered Too, Inc. to be of proprietary nature and confidential. Therefore, the designated recipient of this information must honor Catered Too's rights and refrain from disseminating and/or disclosing this content of this proposal to any other party.

I have read and agree with all of the policies, terms and conditions as stated above:

PRINT NAME: ROB SHANNON

SIGN NAME: 

DATE: 12.13.19

COMPANY/ORGANIZATION: NBER

Client Signature 

Signer Name: ROB SHANNON

Sign Date: 12.13.19