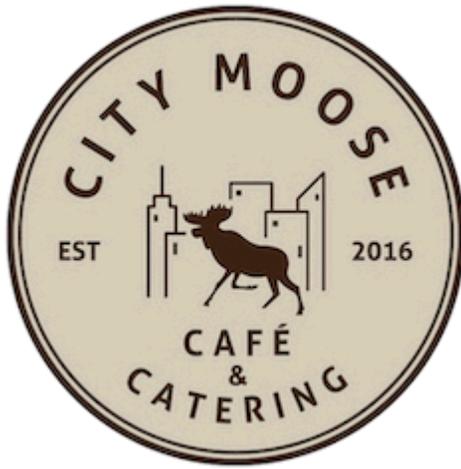


Last Revised: 9/30/2019

## Menu Proposal & Catering Policies

City Moose Café & Catering  
30 Temple Street Suite 202 Nashua, NH 03060



<b>Client/Organization</b> City Moose Café & Catering	<b>Event Date</b> 10/10/2020 (Sat)			<b>Event #</b> E00286
<b>Email</b> info@citymoosenh.com		<b>Telephone</b> (603) 943-5078	<b>Pln Guests</b> 125	<b>Gtd Guests</b> 100

*Please review all details carefully.*

### Site Locations

Site Name	Site Address
The Grand View Estate	580 Mountain Road , Jaffrey, NH 03452

### Event Times

Catering Arrival	Ceremony Start	Cocktail Hour S	Meal Start	Meal End	Catering Departure
1:00 pm	3:30 pm	4:00 am	5:30 pm	6:30 pm	8:30 pm

### Menu

Food/Service Items	Price	Qty	Total
<b>Grazing Table:</b> Cheese & Crackers Garnished with Fresh Fruit Vegetable Crudité Maine Potato Chips - House Fried Hummus, Onion Dip & Buttermilk Ranch Dips	\$9.95	100	\$995.00
<b>2 Standard Appetizer Selections</b>	\$6.00	100	\$600.00
<b>Iced Water</b>	\$4.00	100	\$400.00
<b>Infused Water</b>			
<b>Decanters</b>			
<b>Garden Salad with Local Hydroponic Greens</b>	\$2.00	100	\$200.00
<b>Balsamic Vinaigrette</b>		50	
<b>Buttermilk Ranch Dressing</b>		50	
<b>Apple Cider Vinaigrette</b>		50	
<b>Dinner Rolls w/ Butter</b>	\$1.00	100	\$100.00
<b>Petite Filets of Beef w/Red Wine Sauce</b>	\$10.00	100	\$1,000.00
<b>Chicken Marsala</b>	\$5.00	100	\$500.00
<b>Garden Vegetable Rice Pilaf</b>	\$3.00	100	\$300.00
<b>Maple Glazed Rainbow Carrots</b>	\$3.00	100	\$300.00

E00286 - City Moose Café & Catering

<b>Mini Desserts - Assorted</b>	\$9.00	100	\$900.00
<b>Labor - On Site Catering:</b> Service includes stationed apps, water goblets filled once prior to reception, waste management until departure, <u>buffet</u> dinner, table bussing of <u>disposable dinnerware</u> . For an additional \$250 staff can stay until the event is over to continue bussing desert and bar ware and do a final clean up.	\$995.00	1	\$995.00
<b>Appetizer/Dessert Plates - 6" Square Ivory - Disposable</b>	\$0.20	225	\$45.00
<b>Cocktail Napkins - White</b>	\$0.05	225	\$11.25
<b>Dinner Plates - 10" Square Ivory - Disposable</b>	\$0.40	120	\$48.00
<b>Cutlery - Napkin Roll with Silver Ribbon &amp; Silver Cutlery - Disposable</b>	\$1.00	120	\$120.00
<b>Cups - 12oz.-14oz. Stemless Wine "Glasses" - Shatterproof &amp; Disposable for Water Goblets</b>	\$1.00	100	\$100.00
<b>14 oz Tumbler Cups - Disposable for cold beverages</b>	\$0.20	225	\$45.00
<b>Dessert Fork</b>	\$0.15	100	\$15.00

Subtotal: \$6,674.25  
Service Fee: \$1,135.85  
Taxes: \$600.68  
Gratuity: \$0.00  
Grand Total: \$8,410.78  
**Balance: \$8,410.78**

*Thank you for this opportunity to serve you.*

The Following policies are essential terms to this catering agreement between the Client and City Moose Catering, LLC

**Minimum Guest Guarantee:**

This number cannot be changed after the deposit to secure your date is paid with your catering agreement. We will ask you to provide a minimum guest count that you are comfortable will attend your event. Once your deposit is made to secure your date and minimum guest guarantee, you cannot go below that minimum (i.e. if you agree for 100 guests but only have 90 RSVPs you are still held to the original guarantee). We strongly suggest contracting for 10-15% less than the number of your maximum expected guest count. As you can always increase, but not decrease. The Final Guest Count is due 2 weeks prior to your event.

**Time Table:**

City Moose Catering, LLC requires a Day of Event Schedule/Timeline, no later than two weeks prior to the event, including the preferred start/end times for the following: Event/Ceremony Begins (guests arrive), Appetizers/Cocktail Hour, Meal Served, Meal End/Clean Up Starts.

**Event Site Evaluation:**

City Moose Catering, LLC may request to schedule a Site Evaluation to the event date to plan out location for buffet tables, canopy, grilling, parking, etc. for any unfamiliar venue. The Client is responsible for providing necessary tables,

linens and paper goods, canopy, equipment, dinnerware, non-alcoholic beverages, parking, etcetera, unless such equipment and supplies are expressly identified in the price quote above.

**Date of Event:**

Upon arrival at event site City Moose Catering, LLC staff will be shown the following: where the food will be prepared/set up/dropped off, a source of fresh clean water/electrical supply if needed, and bathrooms staff may use. Please notify us 2 weeks prior to your event who your Day Of contact person is for any questions regarding this.

**Food Quantity/Leftovers:**

City Moose Catering, LLC prepares 5% overage based on the final number of guest count registered by the Client. Part of this overage is to include food for the staff and/or service providers. In accordance with New Hampshire health codes, City Moose Catering, LLC reserves the right to discard any food items where there is a reasonable risk for food borne illness to occur. Repackaging of leftover food, if any, is at the chef's discretion and not a guarantee. Client is responsible for providing to City Moose, containers with lids or freezer bags, should there be any leftovers and the food must be directly stored into a refrigerator or cooler with ice that is supplied by the Client.

**Food Allergies:**

Menu items may contain or come into contact with WHEAT, EGGS, PEANUTS, TREE NUTS, FISH, SHELLFISH, SOY, MILK and other common allergens. Please be aware that we use a single kitchen for the preparation of all dishes, and as a result, we are unable to guarantee that any menu item can be completely free of allergens. The Client assumes all risk of allergic reaction. Without limiting the foregoing, City Moose Catering, LLC will take reasonable steps to minimize the risk of known allergens that are disclosed to us in writing by the Client.

**Food supplied by Client:**

City Moose Catering, LLC, will make every effort to accommodate Clients who wish to provide their own farm-raised or wild-caught food items for their menu. For your safety, we only accept Client-supplied perishable food if it has been farmed, raised, caught, harvested, packaged, processed, slaughtered, chilled, frozen, stored and/or handled in a sanitary, food-safe manner. We may require proof of safe handling and processing, including but not limited to proof of slaughtering and processing in a USDA inspected facility, where applicable. We reserve the right to reject any Client-supplied food items, or to refuse to prepare Client-supplied food items for any reason, at our sole discretion. Notwithstanding the above, the Client assumes all liability without limitation, and agrees to indemnify and hold City Moose Catering, LLC, its employees, owners, agents, and representatives harmless from any injury, harm, illness, adverse consequence or damages to any person in any way associated with cooking or serving Client-supplied food. No refund will be provided to the Client if the event is adversely affected by Client-supplied food items, including adverse consequences resulting from our rejection of Client-supplied food items.

**Bartending Policies:**

When an insured bartender is on-site to serve alcohol, there can be no self-pouring or self-serving of alcohol by the Client or guests. Guests must receive all alcohol from the bar. Special arrangements for serving certain traditional, celebratory or commemorative beverages supplied by the client can be made with advanced notice. City Moose Catering, LLC and any contracted bartenders reserve the right to deny any guest service if we believe signs of intoxication are shown. We expect guests to enjoy themselves responsibly. Outdoor bars must be provided a canopy by the client unless other arrangements are made.

**Liability for Guests:**

The Client assumes all responsibility for any damage or loss of merchandise, alcohol, equipment, furniture, clothing or other valuables prior to, during and after the event. The Client also assumes all responsibility for accidents or injuries to guests resulting from any cause, including guest or Client misconduct or intoxication, unless the accident or injury results exclusively from the willful misconduct of City Moose Catering or its employees. City Moose Catering, LLC will use

reasonable measures to care for and maintain all of the Client's supplies, rentals and equipment in good working order and without damage. The Client understands that accidents/breakage and/or damage may sometimes occur. City Moose Catering, LLC will not be liable for any damage or loss, unless specifically caused by willful or negligent actions or conduct of City Moose Catering, LLC employees.

**Unlawful Activities:**

The Client will comply with all the laws of the United States of America and the State of New Hampshire/Massachusetts, all municipal ordinances and all lawful orders of police and fire departments, all rules imposed by the event/function premises, and will not do anything on the event/function premises in violation of any laws, ordinances, rules or orders. If unlawful activities should occur on the premises, and the event is cancelled or terminated prior to its planned conclusion, there will be no refund due from City Moose Catering, LLC to the Client.

**Guests Count the Day of Event:**

Charges for food, beverage and add-on items based on guest count will be based on the greater of the Client's final guaranteed number of guests or the actual number of guests present at the event. Final guest counts are due no later than two weeks before the date of the event. If no final guest count is received, we will use the number of guests used in the attached agreement. If there are more guests attending than the guaranteed guest count, City Moose Catering, LLC will charge the Client accordingly. City Moose Catering, LLC does not guarantee that it will have on hand or be able to provide food, beverage or add-on items in excess the amounts needed to serve the guaranteed number of guests.

**Staffing:**

We provide the appropriate staff to cook and serve the food we have agreed to provide, and to clean up after the event. On site catering staff will be dressed in Chef Clothes or all black unless you request something different. Our contract includes staffing beginning at the starting time through final cleanup of our area of the event. City Moose Catering, LLC begins clean-up approximately 1 hour 15 minutes after the main meal is served unless other arrangements are made by the Client for overtime.

**Deposit:**

When you sign your agreement, we also require a deposit to secure your date.

Booking an Event 6 Months or More, in Advance

A \$500 (+tax) deposit is required to secure your date. Another 50% is due 3 months prior to your event. Final payment is due 72 hours prior to your event.

Booking an Event 5 Months or Less, in Advance

A 50% (+tax) deposit is required. Final payment is due 72 hours before your event.

Booking Events Less than 1 Month in Advance

Full payment (+tax) will be required.

**Cancellation:**

All payments and reservation fees are non-refundable in the event of cancellation of your event. You acknowledge that retention of all reservation fees and payments made through the date of your cancellation by City Moose is necessary because of the nature of its business and industry, in which events are normally booked many months in advance, so that a cancellation will often make booking another event impossible with a short time frame and resulting in substantial loss of profit. The amount of such loss is not capable of precise calculation in advance, and it is the experience of City Moose Catering that in most cases the reservation fee and payment amounts reasonably approximate such loss.

**Cancellation by Caterer:**

