



Last Revised: 2/7/2020

Menu Proposal & Catering Policies

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

Client/Organization City Moose Café & Catering	Event Date 3/10/2020 (Tue)	Telephone (603) 943-5078	Email info@citymoosenh.com	Event # E00562
			PIn Guests 60	Gtd Guests 40

Please review all details carefully.

Event Times

Start	Meal Start	End
11:30 am	12:45 pm	3:30 pm

Menu

Food/Service Items	Price	Qty	Total
Assorted Mini Breakfast Pastries Display -Garnished with Fresh Fruit	\$6.00	40	\$240.00
Candied Bacon	\$3.00	40	\$120.00
<u>Seasonal Garden Salad</u> -Balsamic Vinaigrette -Buttermilk Ranch	\$3.00	40	\$120.00
Assorted Panini Sandwiches & Wraps - cut in 1/2	\$7.00	20	\$140.00
603 Ale Mac 'N Cheese	\$3.00	40	\$120.00
<u>Donut Wall</u> (up to 3 flavors) -Chocolate Frosted -Strawberry Frosted -Glazed	\$2.75	40	\$110.00
<u>Self Serve Beverages - please choose 3</u> -Coffee -Iced Tea (unsweetened) -Lemonade -Orange Juice -Soft Drinks	\$3.00	40	\$120.00

-Water (included)

Mimosa Bar:

- Orange Juice
- Peach Nectar
- Cranberry Cocktail
- Cupcake Prosecco
- Ice
- Beverage Cups

\$10.00 40 \$400.00

Disposable Dinnerware

- Appetizer Plates
- Cocktail Napkins
- Dinner Plates
- Napkin/Cutlery Rolls
- Dessert Plates
- Beverage Cups

\$2.50 40 \$100.00

Function Space

\$100.00 4 \$400.00

Suggested Time Line: (TBD)

- 11:30 Room Rental Start/Decor Set Up
- 12 Guests Arrive/Appetizers & Beverages Ready
- 12:45 Meal Start
- ~ 1:15 Games/Gifts/Dessert
- 3pm Guests Depart/Room Breakdown
- 3:30pm Room Rental Ends

Discount: Room Fee Waived	(\$400.00)
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Subtotal: \$1,470.00
Service Fee: \$280.50
Taxes: \$132.30
Gratuity: \$0.00
Grand Total: \$1,882.80
Balance: \$1,882.80

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 at the venue City Moose Cafe**

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. An additional \$25 will be charged per 15 minute increment that your room rental goes into over time. It is up to you to monitor the timeline of your event.

Decorations:

All balloons must be weighted. No nails, tacks, screws or other materials may be used that may damage City Moose property, walls or furniture. **No glitter or confetti.**

Furniture:

Tables and chairs provided by City Moose are yours to move around as you see fit for your event. All chairs and tables must be set back up the way you found them before the room rental time ends..

Outside Food:

No outside food or drink is allowed other than cake or cupcakes and party favors.

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.

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. The Client will not be charged for this. If there are additional leftovers, and the leftovers have been safely handled and stored, the Client may keep the remaining food. In accordance with Health Codes and safe food handling/refrigeration procedures, City Moose Catering, LLC reserves the right to discard any leftover food items, after the agreed upon event time table, where there is a reasonable risk for food borne illness to occur. Leftovers must be stored directly and at a safe, cold temperature. Client must provide containers/bags for leftovers. We recommend brand name freezer bags.

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.

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. Beer and Wine only. 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. Tip jar is available. If no tip jar is available at the bar then the host will be required to tip a minimum of 30% of the total bartending fee.

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 canceled or terminated prior to its planned conclusion, there will be no refund due from City Moose Catering, LLC to the Client.

Guarantees on Number of Guests:

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. Catering staff will be dressed in Chef Clothes, City Moose t-shirts or all black unless you request something different. Our contract includes staffing beginning at the starting time through final cleanup.

Cancellation by Caterer:

City Moose Catering, LLC reserves the right to terminate or cancel this contract at any time, for any reason. If City Moose Catering, LLC terminates this contract earlier than 30 days prior to the event date, all deposits and prepayments will be returned in full within 10 days. If City Moose Catering, LLC terminates this contract later than 30 days prior to the event date, all deposits and prepayments will be returned in full within 10 days as well as an additional \$100.00.

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 \$250 (+tax) deposit is required to secure your date. 50% (+tax) of the remaining balance 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% deposit (+tax) is required. Final payment is due 72 hours before your event.

Booking Events Less than 1 Month in Advance

Full payment will be required.

Catering Management Fee (Service Charge):

15% of the pre-tax subtotal will be added to your bill. The fee covers administrative costs, including the cost of porters, handling of refuse & recycling and insurance. The use and maintenance of company owned equipment, vehicles, supplies and planning meetings. This fee covers any communication or planning meetings with our staff and the client. This is not a gratuity nor is it a staffing fee.

Final Payment:

Remaining balance is due 72 hours before the start of the event. Due to the fluctuating cost of food items, menu prices are subject to change within 14 days of the event. When a drastic change in the menu ingredient cost occurs, the Client has two options:

- a.) The Client will pay the additional cost based on the current adjusted price, or
- b.) Substitute other menu items to maintain the agreed upon per person price.

Agreement Signature:

Upon review and acceptance of the proposal and our catering policies, please sign below and return this document via email (Word, PDF or photo of signature page are acceptable). This agreement becomes binding only upon receipt of your required deposit and signed document. We do not reserve dates or commit to provide catering service without receiving both the deposit and agreement.

Please sign and return this last page:

Client Signature _____ Date _____