

# haute catering

<b>EVENT</b>	<b>NDU Lunch</b>
<b>GUEST COUNT</b>	<b>60</b>
<b>LOCATION</b>	<b>NATIONAL DEFENSE UNIVERSITY</b> Washington, DC 200319
<b>EVENT DATE</b>	<b>May 15th, 2017</b>
<b>TIME</b>	<b>1:00PM - 1:45PM</b>
<b>PRESENTED TO</b>	<b>Ms. Kimberly Tuomey</b> Oconnorka@ndu.edu 202.685.3858
<b>PRESENTED BY</b>	<b>Ashley Shelton</b> Event Designer Haute Catering by Ridgewells 202.403.7247 ashelton@hautecateringdc.com

## COLD BUFFET LUNCH

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### **ASSORTED CLASSIC SANDWICHES**

*Accompanied by mayonnaise and mustard*

*Roasted Vegetables  
Seasonal vegetables, garlic hummus*

*Tuna Salad  
With Lettuce, tomato*

*Egg Salad  
With lettuce, tomato*

*Layered Portobello Hummus  
Grilled Portobello, mushroom caps, arugula, shredded, carrots*

*Served with potato chips*

### **GARDEN SALAD**

*Mixed greens, cherry tomatoes, carrots, button mushrooms  
Served with ranch or balsamic vinaigrette*

### **FRESHLY BAKED COOKIES**

*In a variety of flavors*

### **KOSHER BOXED LUNCHES**

*To be provided for 7 guest*

## BEVERAGES

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**ASSORTED CANNED SODAS**  
COKE PRODUCTS

To be provided for 100 guest

# h a u t e c a t e r i n g

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## **FOOD**

Menu as described to include the freshest of ingredients, prepared with unparalleled care and creativity.

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## **BEVERAGES**

As described in the menu

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## **EQUIPMENT**

Haute Catering to provide access to our vast inventory of equipment. Each piece is carefully selected in order to beautifully enhance your event. All the equipment necessary to make your special day flawless is included in our equipment package:

Standard linens for NDU provided buffet tables  
Standard compostable plates, utensils, cups & ice  
Silver & ceramic service pieces

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## **SERVICE PERSONNEL**

Our team at Haute Catering are experienced, knowledgeable and extremely customer service oriented. We handpick our servers carefully and they are trained to the highest standards.

### **Service Personnel will include:**

N/A

These staffing guideline are based on the guest count for the scheduled event time, as well as set up and clean up. Necessary adjustments will be made should there be changes in the time of the function or number of guests and reflected in your final invoice.

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## **SALES TAX**

All applicable sales taxes will be charged unless customer can present a valid tax exemption certificate for the jurisdiction of the event location. Please forward a copy of your exemption certificate to your Event Designer.

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Ms. Kimberly Tuomey  
Oconnorka@ndu.edu  
202.685.3858  
Event Designer: Ashley Shelton

Date of Event: May 15th, 2017  
Location of Event: NDU—TBD  
Time of event: 1:00pm to 1:45pm  
Number of Guests: 60  
Event Name: NDU Lunch

Haute Catering by Ridgewells ("Haute Catering") and NDU agree to the following terms:

Haute Catering will provide catering and all related services as described in the forgoing proposal and attached menu, which documents, along with this contract, constitute our entire agreement. Any modifications to this agreement must be in writing and signed by both parties.

## **DEPOSIT**

Event total costs due within 30 days of event date. Final invoice to be sent to client within 7 business days of event date

## **PAID IN FULL**

Haute Catering will charge the remaining balance to the credit card on file three days prior to the execution of the event. Any additional fees accrued during the event will be due within 30 days of completion of the event. A final invoice will be sent electronically detailing any additional charges to the email address on file. If an email address is not available, a paper copy will be mailed. Failure to timely pay the balance in full will result in a 1.5% interest fee per month being applied to the outstanding balance. In the event Haute Catering has to pursue collection efforts to collect any outstanding amount, you will be responsible for all related expenses including attorneys' fees and court costs.

## **CONFIRMATION**

The prices and conditions offered on the proposal are guaranteed for 30 days from the date this agreement was prepared or the date on which it was materially changed, whichever is later.

## **ATTENDANCE GUARANTEE**

The final attendance guarantee is due three (3) days prior to the event date. The guest count may not decrease after the attendance guarantee has been given. Guest count increases after the guarantee will incur a 15% surcharge on the per person price for the additional guests, if we are able to accommodate the increase. Should the actual attendance at the event exceed the guaranteed number, additional charges including the 15% surcharge will be assessed and reflected on the final bill.

## **ESTIMATES/ACTUAL TOTAL COST**

The Estimated Total Cost is based on the duration of your event (including set-up and clean-up time) and the guest count projection that you have requested. Any changes to these items must be communicated to your Event Designer in writing at least 3 business days prior to the event.

## **ALLERGIES**

Many of the foods we prepare contain ingredients that people may be allergic to such as nuts, wheat or eggs. Please advise us if you or any guests have any food allergies. If we are advised of such allergies in advance we can work with you to create a menu to reduce the known allergy causing ingredients. However, we cannot guarantee that all the food we prepare will be free from the ingredients that people may be allergic to. We will not be liable for any injury to persons or property, including fatality, which results from an allergic reaction to any of the food we provide or arrange to have provided, regardless if we are advised of such allergies in advance.

## **CANCELLATION**

Cancellations must be made no later than 72 hours prior to your event. Orders cancelled after that time will be charged in full to the client. The above policy applies to events cancelled due to inclement weather or government closure.

## **FORCE MAJEURE**

Haute Catering will not be responsible for or in breach of this Agreement if it is unable to perform as a result of delays or failures due to any cause beyond its control. Such causes include, but are not limited to, lightning, storms, labor disturbances, riots, terrorism, fires, earthquakes, floods, wars, epidemics, expropriation or confiscation of property, computer or telephone carrier failures or delays, interference by civil or military authorities, or otherwise acts of God or perils of the sea.

## **INSURANCE**

Haute Catering maintains insurance for injury to persons and property in accordance with industry standards and regulations. Insurance certificates are available if requested at least 15 days prior to the event.

**ACCEPTED BY**

**DATE**

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## ESTIMATED SUMMARY OF COSTS

Based on 60 Guests

<b>HAUTE CATERING CHARGES</b>	Food	\$ 840.00
	Kosher Meals	\$ 175.00
	Beverage	\$ 150.00
	Equipment	\$ 82.50
	Equipment Discount	\$ - 82.50
<b>OTHER CHARGES</b>	<b>Haute Catering Subtotal</b>	<b>\$ 1,165.00</b>
	<b>Taxes</b> (Excluding delivery)	<b>\$ 0.00</b>
	<b>Grand Total</b>	<b>\$ 1,165.00</b>
	<b>Deposit</b>	<b>\$ 00.00</b>
	<b>Balance Due</b>	<b>\$ 1,165.00</b>
	<b>*Embassy of Israel is tax exempt from DC sales tax</b>	
	Ashley Shelton	

ACCEPTED BY

DATE

VISA

MASTERCARD

AMEX

DISCOVER

NAME ON CARD:

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PHONE:

\_\_\_\_\_

ACCOUNT NUMBER:

\_\_\_\_\_

SECURITY CODE:

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EXPIRATION:

\_\_\_\_\_

AMOUNT:

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