
CxRA

SPRING



PASSION x QUALITY x STYLE



Catering by Restaurant Associates is part of the Restaurant Associates family and tradition. Our relationship is one of unity and dynamism, crossroads and crossed utensils, perfectionism and potential. Every dish we prepare is the culmination of years of experience, carefully built infrastructure, and a tireless dedication to quality.

But there are two halves to our story: we're also a creative, independent family of our own. We're as nimble and adventurous as the boutique firms and as disciplined as a battalion. We cut no corners to make big events feel intimate and intimate events feel magnificent. It's a bundle of contradictions with a delicious payoff.

We're more than a division. In the end, like the cuisine we craft, we are quite literally greater than the sum of our parts. Our equation is multiplicative:

Taste x Consistency

Experimentation x Reliability

Scale x Intimacy

Personal x Professional

We are Catering x Restaurant Associates.

We are CxRA.



Event Details

To: Atiya German
Penn Museum - Facility Rentals Department

Phone:

Email: Atiya@upenn.edu

From: Jamie Aleckna

Phone: (215) 746-5879

Email: jaleckna@restaurantassociates.com

Event: Simple & Sweet Brunch

Date: 07/10/2021

Time: 11:00 AM – 1:00 PM

Site/Location: Penn Museum/TBD Event Status

Number of Guests: 25



Sat, 07/10/2021

Brunch

Guests: 25

TBD Event Status

11:00am-1:00pm

Brunch Service, 11:00AM-1:00PM

1-8' Brunch Station, Room Ready 10:30AM

Baby Arugula & Frisee Salad
Local Goat Cheese, Asparagus, Cherry Tomatoes

Mini Assorted Bagels & Cream Cheese

Wild Mushroom & Leek Quiche

Lemon Dijon Chicken Salad Mini Croissant Sandwich

Mini Danishes

Brioche French Toast Bites
Berries & Chocolate

1 - 8' Champagne Bar

Beverage Service

House Sparkling Water

Soft Drinks

Assorted Coke Products, Orange and Cranberry Juice Still & Sparkling Waters

Coffee Station

Buffet Service

Freshly Brewed Regular & Decaffeinated Coffee, Assorted Teas, Freshly Brewed Unsweetened Iced Tea
Half & Half, Sugar, Splenda, Lemon

Additional Services

Setup

Equipment Rental - Buffet

Includes White Rim China, Standard Flatware, Glassware & Necessary Service Equipment.

Tables

Includes (4) High Tops, (3) Cocktails & Natural Wood Folding Chairs, (1) Buffet & (1) Bar, White Folding Chairs for
Simple & Sweet Brunch PO# - 07/10/2021

Date of Proposal: 05/27/2020



Ceremony

Linen

Includes Floor Length Premium Dupioni Cotton Linen for Tables Listed Above.

Staffing Charges

Includes Captain, Bartender, Butlers, and Operation & Culinary Staff.

Flowers

Floral Centerpieces for Tables & Buffets with Delivery. *Estimate Based on Current Set Up Needs.



ESTIMATED CHARGES

Based on a minimum guarantee of 25 guests, our preliminary catering costs for the proposed menu are listed below. Any change in guest count or length of event will impact total estimated cost.

Brunch

Brunch Service, 11:00AM-1:00PM (25 at \$52.00) \$1,300.00

Additional Services

Setup

Equipment Rental - Buffet (25 at \$9.00) \$225.00

Includes White Rim China, Standard Flatware, Glassware & Necessary Service Equipment.

Linen (1 at \$300.00) \$300.00

Includes Floor Length Premium Dupioni Cotton Linen for Tables Listed Above.

Staffing Charges (1 at \$725.00) \$725.00

Includes Captain, Bartender, Butlers, and Operation & Culinary Staff.

Charges \$2,550.00

Subtotal \$2,550.00

Sales Tax \$193.60

Liquor Tax \$13.00

Total \$2,756.60



TERMS AND CONDITIONS

- I. Patron hires Caterer and Caterer agrees to provide the food and beverages, services and other arrangements for the function at the prices set forth in this agreement and are subject to the terms and conditions set forth herein which the patron is to review. Patron agrees to pay said prices and other charges as described here.
- II. Patron agrees to remit 80% of total estimate with signed contract. Deposit amount as listed on invoice is required as confirmation of order.
- III. Patron agrees to remit final menu choices, estimated guest count and balance due no later than 2 weeks prior to your event date.
- IV. Patron agrees to advise Caterer of any increase over the estimated guest count at least five business days prior to the function date. New count will become the final guest count (minimum billing amount). Full payment based on final guest count and any additional charges incurred are due at least four business days prior to the function date.
- V. Patron is required to submit a credit card with written authorization for the caterer to charge for any additional charges such as: guest count overages, overtime charges, etc. Should the number of guests in attendance at the function be over the final guest count, Patron's credit card will be charged for the extra guests on the day of the event. Caterer will not be required to serve more than three percent over the final guest count.
- VI. Caterer will accept personal and out of state checks up to two weeks prior to the date of the event described herein. Payments after such date must be made by credit card, certified check or wire transfer.
- VII. The function shall begin promptly at the scheduled time and the function room or area shall be vacated at the indicated closing time. Should the time be extended, Patron will bear the additional costs resulting therefrom.
- VIII. Reasonable menu substitutions will be made if necessary. All food and beverage prices quoted are those in effect at the time of the contract is signed and may be subject to increase due to unforeseen changes affecting the market cost of food and beverage.
- IX. Caterer agrees to accommodate special menu requests to the best of its ability, including those related to allergens. Patron understands that caterer's facilities handle all the major allergens, gluten and other ingredients. Because of the potential for cross-contact Caterer does not guarantee that any items will be completely "free" of any ingredient.



X. Caterer and Patron agree:

- a. That Patron shall cause the function to be held in an orderly manner.
- b. That alcoholic beverages will be refused to guests who appear intoxicated.
- c. That games of chance will not be permitted unless proper written legal permission has been requested and obtained from local authorities by the Patron.

XI. The Patron agrees to pay for any and all damages and losses to the premises caused by the Patron or the Patron's guests.

XII. Prior mutual consent in writing is required in case of:

- a. The supply of food or beverages by anyone other than the Caterer.
- b. The placement of any display on the Caterer's premises or entrances.

XIII. Caterer shall not be liable for damage or destruction or loss of property belonging to Patron or Patron's guests which is exhibited, or left on Caterer's premises.

XIV. Should the caterer be unable to perform for reasons beyond his control, the Caterer shall notify Patron as soon as reasonably possible and shall return any advance deposits to Patron, less any costs incurred prior to cancelation. In this event, the Caterer also agrees to make all reasonable effort to assist the Patron in obtaining an alternate caterer for the function. It is further agreed that should the Patron cancel the function, the patron shall be responsible for and pay the Caterer according to the following terms:

- a. If cancellation occurs within 72 hours of the event dates; 100% of the total estimated invoice
- b. If cancellation occurs between the period of more than 72 hours and 30 days prior to the event date; 75% of the estimated invoice.
- c. If cancellation occurs more than 30 days prior to the event date, the Caterer will refund all monies collected from the Patron less all expenses incurred by the Caterer.

XV. Sales tax is additional unless a valid Pennsylvania Tax Exempt Certificate is provided with the first deposit.

XVI. Patron agrees to pay interest at the rate of 1.5% per month (annual percentage rate of 18%) or, at the maximum rate of interest permitted by law, (whichever is lower) on all delinquent charges PLUS Caterer's reasonable attorney's fees in the event collection of unpaid charges is placed in the hands of an attorney.

XVII. In the event this agreement is signed in the name of the corporation, partnership, association, club or society, the individual signing represents to Caterer that he or she has full power and authority to sign and deliver this agreement.



XVIII. This agreement contains the entire agreement between the parties. It may not be changed, modified or amended, except by an agreement in writing signed by the party against whom enforcement is sought. This Agreement shall be governed by and construed in accordance with the laws of the State of Pennsylvania.

XIX. To ensure proper food handling procedures are followed, unconsumed food or beverages left at the end of the event may not be removed from the event space without prior agreement with the caterer. CxRA accepts no liability for any costs, claims, injuries, or damages arising from violation of the foregoing policy.

Client Confirmation

Sign **Print** **Date**

Sales Manager

Sign **Print** **Date**