



CUSTOMER
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EVENT INFORMATION
Event Date: Saturday, September 21, 2019 Description: History Conference Reception Guest Count: 55 Booking Status: Definite Hold Event Type: Buffet Service Type: Event Account: EMS 620310/ST TBD Changes Due by Close of Business: Thursday, September 5, 2019

EVENT DATE AND TIME				
Event Date	Event Set Up By	Event Start	Event End	Event Strike
Saturday, September 21, 2019	6:00 pm	6:00 pm	8:00 pm	8:00 pm

LOCATION		
Building	Room	Setup Style
Center For Community	C4C Flatirons Room	No Diagram

MENU				
Description	Qty	Unit	Item Price (\$)	Ext. Price (\$)
La Cocina	55	Guests	15.50	852.50
Flour Tortilla <i>2 per guest</i>	110	Each		
Corn Tortilla <i>1 per guest.</i>	55	Each		
Spanish Rice <i>Rice with onions, peppers, tomatoes, and assorted vegetables.</i>	55	Servings		
Black Bean <i>Vegan</i>	55	Serving		
Lettuce, Tomato, Roasted Corn <i>Condiments for build your own tacos.</i>	55	Serving		
Guacamole <i>Gluten friendly/Vegan.</i>	7	Pint		
Cilantro Salsa	55	2 oz Servi		

Crema <i>Sour cream thinned with buttermilk for topping.</i>	55	1oz Servin		
Shredded Cheddar & Monterey Mix	55	Ounce		
Jicama & Cilantro Slaw	55	Serving		
Grilled Carne Asada	55	Serving		
Chicken Tinga <i>Shredded chicken in a sauce made from tomatoes, chipotle chilis in adobo, and sliced onions.</i>	55	2oz Servin		
Grilled Portabello, Zucchini & Red Onion	55	Serving		
Polvorones <i>Traditional Mexican shortbread cookie.</i>	55	Serving		
Buffet Beverage <i>Starbucks regular coffee, hot tea & iced water. Decaf coffee by request only. Served with sugar, stevia, stir sticks, honey, soy milk and creamer.</i>	55	Serving		
Iced Tea <i>Served with stevia, sugar & stir sticks.</i>	55	Serving		
Menu Sub (\$)				852.50

CATERING EQUIPMENT & SERVICES				
Description	Qty	Unit	Item Price (\$)	Ext. Price (\$)
China Package	55	Each		
Napkin/Cloth/Black	55	Each		
52 x 114 Cloth/Black/Buffer Linen	1	Each		
Single Sided Buffet	1	Buffet		

STAFFING				
2 Staff	4	Hours	40.00	160.00

Staffing Sub (\$)				160.00

SPECIAL INSTRUCTIONS
AGENDA: 6pm - 8pm
LOCATION/TABLE INFORMATION: Counter space in back of room
C4C AV NEEDS: Projector, screen and sound
ADDITIONAL NOTES:

OUTSIDE RENTAL INFORMATION		
Description	Pickup Date/Time	Return Date/Time

ADDITIONAL BILLING INFORMATION

BILLING (\$)	
Subtotal (includes applicable credits):	1,012.50
Discount (on menu only):	-110.83
Tax:	81.10
Less Payments / Deposits:	-0.00
Balance Due:	982.77

DUE DATES:

All Event Details: 10 Full Business Days Prior to Event (Excluding Event Day)

Guaranteed Final Billed Guest Count: 3 Full Business Days Prior to Event (Excluding Event Day)

All Delivery Details: 3 Full Business Days Prior to Delivery

Please note a \$50.00 flat fee will be assessed to orders every time a revision to the order is needed after the established deadline.

LEFT OVER FOOD POLICY:

Due to health regulations and for the safety of our guests, food not consumed may not be taken from catered events. All leftover food remains the property of Campus Dining Services, as per the Colorado Department of Public Health. To-go containers are not offered.

AFTER BUSINESS HOURS EMERGENCY PHONE: 303-591-6349

Please note CU Boulder is not a certified gluten free facility.

Glitter, Confetti, and/or open flame are not allowed in University of Colorado facilities.

Please note, state law requires sales tax to be added to all catering orders when the client is being reimbursed in some capacity for the catering costs. For any questions, please contact your area accountant at

<https://www.colorado.edu/controller/contact/find-your-area-accountant>.