



CUSTOMER
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EVENT INFORMATION
Event Date: Saturday, September 21, 2019 Description: Histroy Conference PM Break Guest Count: 45 Booking Status: Definite Hold Event Type: AM Break Service Type: Delivery Account: ST TBD Changes Due by Close of Business: Monday, September 16, 2019

EVENT DATE AND TIME				
Event Date	Event Set Up By	Event Start	Event End	Event Strike
Saturday, September 21, 2019	1:15 pm	1:30 pm	3:30 pm	3:30 pm

LOCATION		
Building	Room	Setup Style
Hellems 2nd Floor Lobby		No Diagram

MENU				
Description	Qty	Unit	Item Price (\$)	Ext. Price (\$)
Gourmet Coffee <i>Starbucks Pikes Peak Blend. Served with sugar, stevia, stir sticks, soy milk and creamer.</i>	3	Gallon	18.00	54.00
Teatulia Teas Gallon <i>A variety of hot teas with honey, sugar & stevia.</i>	1	Gallon	12.00	12.00
Linen <i>Linen already on table</i>			0.00	0.00
Menu Sub (\$)				66.00

CATERING EQUIPMENT & SERVICES				
Description	Qty	Unit	Item Price (\$)	Ext. Price (\$)
Compostable Goods	45	Each		

STAFFING				
Delivery/University	1	Each	20.00	20.00

Staffing Sub (\$)	20.00
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SPECIAL INSTRUCTIONS
AGENDA: AM Break: 8:30am - 1:15pm PM Break: 1:30pm - 3:30pm LOCATION/TABLE INFORMATION: Table in lobby ADDITIONAL NOTES: Clean up everything

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

ADDITIONAL BILLING INFORMATION

BILLING (\$)	
Subtotal (includes applicable credits):	86.00
Discount (on menu only):	-8.58
Tax:	6.96
Less Payments / Deposits:	-0.00
Balance Due:	84.38

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>.