



CUSTOMER
<p>Julia Kendrick Student Group Rocky Mountain Interdisciplinary History Phone: 205-305-5204 Email: julia.kendrick@colorado.edu</p> <p>Onsite Person: Julia Kendrick Onsite Phone: 205-305-5204</p>

EVENT INFORMATION
<p>Event Date: Friday, September 20, 2019 Description: Histroy Conference Reception Guest Count: 30 Booking Status: Definite Hold Event Type: Reception Service Type: Delivery Account: EMS 620302/ST TBD</p> <p>Changes Due by Close of Business: Monday, September 16, 2019</p>

EVENT DATE AND TIME				
Event Date	Event Set Up By	Event Start	Event End	Event Strike
Friday, September 20, 2019	5:15 pm	5:30 pm	7:30 pm	7:30 pm

LOCATION		
Building	Room	Setup Style
UMC	UMC Aspen Rooms 285-287-289	No Diagram

MENU				
Description	Qty	Unit	Item Price (\$)	Ext. Price (\$)
Boulder Sausage Taster - Half <i>Assorted artisanal Boulder sausages, house mustards, chutneys and potato gaufrette</i>	1	Platter	60.00	60.00
Chef's Choice Domestic Cheese Half <i>Cheddar, Swiss, pepper jack and gouda. Served with assorted crackers.</i>	1	Half Tray	50.00	50.00
Middle Eastern Dip Platter - Half <i>Roasted red pepper hummus, lemon garlic hummus, baba ganoush, salad sharazi and cucumber yogurt dip served with naan bread and baby carrots</i>	1	Half Platt	51.50	51.50
Mediterranean Grilled Vegetable - Half <i>A medley of grilled vegetables including red peppers, cremini mushrooms, zuchinni and asparagus.</i>	1	Half Pla	50.00	50.00
Iced Tea Gallon <i>Served with stevia, sugar & stir sticks.</i>	2	Gallon	12.25	24.50
Lemonade Gallon	2	Gallon	11.25	22.50
Water Ice Gallon	2	Gallon	3.00	6.00

Menu Sub (\$)				264.50

CATERING EQUIPMENT & SERVICES				
Description	Qty	Unit	Item Price (\$)	Ext. Price (\$)
Compostable Goods	30	Each		
85 x 85 Cloth/Black/No Food <i>Rounds and Tall Cabs</i>	7	Each	4.50	31.50
52 x 114 Cloth/Black/Buffer Linen <i>Buffer</i>	3	Each		
52 x 114 Cloth/Black/No Food <i>Registration</i>	1	Each	4.50	4.50
Catering Equipment & Service Sub (\$)				36.00

STAFFING				
1 Staff <i>Cloth all tables</i>	0.5	Hours	20.00	10.00
Staffing Sub (\$)				10.00

SPECIAL INSTRUCTIONS
AGENDA: 5:30pm - 7:30pm
LOCATION/TABLE INFORMATION: 2 rounds, 5 tall cabs, 1 5ft registration, 3 5ft buffet
ADDITIONAL NOTES: Cloth all tables

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

ADDITIONAL BILLING INFORMATION

BILLING (\$)	
Subtotal (includes applicable credits):	310.50
Discount (on menu only):	-34.39
Tax:	24.78
Less Payments / Deposits:	-0.00
Balance Due:	300.89



Events Planning & Catering

UNIVERSITY OF COLORADO BOULDER

Catering Contract
Contract: 00005279

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>.