



Last Revised: 10/21/2020

Menu Proposal & Catering Policies

City Moose Café & Catering
30 Temple Street Suite 202 Nashua, NH 03060

Client/Organization	Event Date	Telephone	Email	Event #
City Moose Café & Catering	11/22/2020 (Sun)	(603) 943-5078	info@citymoosenh.com	E00773
			PIn Guests	Gtd Guests
			50	40

Please review all details carefully.

Event Times		
Start	Meal Start	End
11:30 am	NA	3:30 pm

Menu			
Food/Service Items	Price	Qty	Total
Appetizer/Welcome Snack:	\$25.00	50	\$1,250.00

-Assorted Mini Breakfast Pastries Platters Garnished with Fresh Fruit *(one sharing platter at each guest table for Covid safety)*

Fresh Scrambled Eggs

Thick Cut Bacon

French Toast

-Syrup

Red Skin Home Fries

-Ketchup

Self Serve Beverages - please choose 3

-Coffee

-Iced Tea (unsweetened)

-Lemonade

-Orange Juice

-Soft Drinks

-Water (included)

Premium Disposable Dinnerware

-Appetizer Plate

-Dinner Plate

-Dessert Plate

-Dessert Fork

- Cutlery Napkin Roll
- Cocktail Napkins
- Hot Beverage Cups
- Cold Beverage Cups

Function Space \$100.00 4 \$400.00

Accommodates 80 Guests for ANY Event, Meeting or Occasion
Seats 80 people
Cakes, Cupcakes and Party Favors are the only outside food allowed
The Function Room is Free of charge (for 4 hours) with Catering Orders over \$1,000
The Cost is \$100 per hour to rent the Function Room
Rental Includes: Climate-Controlled Room with Tables, Chairs, Restroom Facilities with Baby Changing Stations
Bar Service for Beer & Wine Available

Suggested Time Line: (TBD)

11:30 Room Rental Start/Decor Set Up
12 Guests Arrive/Appetizers & Beverages Ready
12:45 Meal Start
~1:15 Games/Gifts/Dessert
3pm Guests Depart/Room Breakdown
3:30pm Room Rental End

General Staff \$30.00 5 \$150.00

For set up, break down, prep, service, bussing, etc. Minimum of 5 hours.
Due to Covid19 there is NO SELF SERVICE of any food/beverages.
Our staff will serve your guests all their drinks, appetizers, meal and dessert.

Room Rental Waived	(\$400.00)
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Subtotal: \$1,400.00
Catering Management Fee: \$270.00
Taxes: \$126.00
Suggested 15% Gratuity: \$210.00
Grand Total: \$2,006.00
Balance: \$2,006.00

Thank you for this opportunity to serve you.

The Following policies are essential terms to this catering agreement between the Client and City Moose Catering, LLC

Minimum Guest Guarantee:

The Minimum Guest Guarantee is due 4 weeks prior to your event. You will be charged for the number of guests in attendance or the minimum guaranteed amount, whichever is greater. We strongly suggest contracting for 10-15% less than the number of your maximum expected guest count. As you can always increase, but not decrease below the minimum guarantee. The Final Actual Guest Count is due 2 weeks prior to your event.

Food Quantity/Leftovers:

Leftover food may or may not be available for the client to keep or take home. City Moose Catering, LLC prepares 5% overage based on the final number of guest count registered by the Client. Part of this overage is to include buffet food for City Moose staff and/or service providers. In accordance with New Hampshire health codes, City Moose Catering, LLC reserves the right to discard any food items where there is a reasonable risk for food borne illness to occur. Repackaging of leftover food, if any, is at the chef's discretion and not a guarantee. Client is responsible for providing to City Moose, containers with lids or freezer bags, should there be any leftovers and the food must be directly stored into a refrigerator or cooler with ice that is supplied by the Client.

Food Allergies:

Menu items may contain or come into contact with WHEAT, EGGS, PEANUTS, TREE NUTS, FISH, SHELLFISH, SOY, MILK and other common allergens. Please be aware that we use a single kitchen for the preparation of all dishes, and as a result, we are unable to guarantee that any menu item can be completely free of allergens. The Client assumes all risk of allergic reaction. Without limiting the foregoing, City Moose Catering, LLC will take reasonable steps to minimize the risk of known allergens that are disclosed to us in writing by the Client.

Decorations:

All balloons must be weighted. No nails, tacks, screws or other materials may be used that may damage City Moose property, walls or furniture. **No glitter or confetti.**

Furniture:

Tables and chairs provided by City Moose are yours to move around as you see fit for your event. All chairs and tables must be set back up the way you found them before the room rental time ends..

Outside Food:

No outside food or drink is allowed other than cake or cupcakes and party favors.

Bartending Policies:

When an insured bartender is onsite to serve alcohol, there can be no self-pouring or self-serving of alcohol by the Client or guests. Guests must receive all alcohol from the bar. Special arrangements for serving certain traditional, celebratory or commemorative beverages supplied by the client can be made with advanced notice. City Moose Catering, LLC and any contracted bartenders reserve the right to deny any guest service if we believe signs of intoxication are shown. We expect guests to enjoy themselves responsibly. Outdoor bars must be provided a canopy by the client unless other arrangements are made. Tip jar is available. If no tip jar is available at the bar then the host will be required to tip a minimum of 30% of the total bartending fee.

Liability for Guests:

The Client assumes all responsibility for any damage or loss of merchandise, alcohol, equipment, furniture, clothing or other valuables prior to, during and after the event. The Client also assumes all responsibility for

accidents or injuries to guests resulting from any cause, including guest or Client misconduct or intoxication, unless the accident or injury results exclusively from the willful misconduct of City Moose Catering or its employees. City Moose Catering, LLC will use reasonable measures to care for and maintain all of the Client's supplies, rentals and equipment in good working order and without damage. The Client understands that accidents/breakage and/or damage may sometimes occur. City Moose Catering, LLC will not be liable for any damage or loss, unless specifically caused by willful or negligent actions or conduct of City Moose Catering, LLC employees.

Unlawful Activities:

The Client will comply with all the laws of the United States of America and the State of New Hampshire/Massachusetts, all municipal ordinances and all lawful orders of police and fire departments, all rules imposed by the event/function premises, and will not do anything on the event/function premises in violation of any laws, ordinances, rules or orders. If unlawful activities should occur on the premises, and the event is canceled or terminated prior to its planned conclusion, there will be no refund due from City Moose Catering, LLC to the Client.

Guests Count the Day of Event:

Charges for food, beverage and add-on items based on guest count will be based on the greater of the Client's final guaranteed number of guests or the actual number of guests present at the event. Final guest counts are due no later than two weeks before the date of the event. If no final guest count is received, we will use the number of guests used in the attached agreement. If there are more guests attending than the guaranteed guest count, City Moose Catering, LLC will charge the Client accordingly. City Moose Catering, LLC does not guarantee that it will have on hand or be able to provide food, beverage or add-on items in excess the amounts needed to serve the guaranteed number of guests.

Staffing:

We provide the appropriate staff to cook and serve the food we have agreed to provide, and to clean up after the event. On site catering staff will be dressed in Chef Clothes or all black unless you request something different. Our contract includes staffing beginning at the starting time through final cleanup of our area of the event. City Moose Catering, LLC begins cleanup approximately 1 hour 15 minutes after the main meal is served unless other arrangements are made by the Client for overtime.

Deposit:

When you sign your agreement, we also require a deposit to secure your date. We offer a 2% discount if you pay by ACH, check or cash. Please let us know in advance of your payment and we will apply this discount.

Booking an Event 3 Months or More, in Advance

A \$250 (+tax) deposit is required to secure your date. 50% (+tax) of the remaining balance is due 1 month prior to your event. Final payment is due 72 hours prior to your event.

Booking an Event 3 Months or Less, in Advance

A 50% deposit (+tax) is required. Final payment is due 72 hours before your event.

Booking Events Less than 1 Month in Advance

Full payment will be required.

Pandemic Considerations:

The Pandemic has been a significant disruption to event schedules due to prohibitions on gathering in large groups, and due to special sanitation requirements in place when gatherings are permitted. During the time the government sets forth rules & regulations for us to follow, we will be abiding by them. This could result in increased cost for more servers, fewer guests allowed to attend, the date to be changed all together or other unforeseen circumstances. Please plan for such increased cost or disruption when scheduling your event. As

City Moose is a fair and flexible company, we will allow you to also book a ~~back~~ date in the event you need to postpone your original date. We recommend asking your venue about alternative dates before booking with us. Because of high demand, backup dates may be booked on any available day of the week except Saturdays. Backup dates are subject to availability.

Cancellation:

All payments and reservation fees are non-refundable in the event of cancellation of your event. You acknowledge that retention of all reservation fees and payments made through the date of your cancellation by City Moose is necessary because of the nature of its business and industry, in which events are normally booked many months in advance, so that a cancellation will often make booking another event impossible with a short time frame and resulting in substantial loss of profit. The amount of such loss is not capable of precise calculation in advance, and it is the experience of City Moose Catering that in most cases the reservation fee and payment amounts reasonably approximate such loss. You may avoid losing non-refundable deposits by rescheduling, rather than cancelling your event. If you reschedule to a future date, your payments and fees will be applied to the future date. Rescheduling is subject to availability and must be within 1 year of original date.

Cancellation by Caterer:

City Moose Catering, LLC reserves the right to terminate or cancel this contract at any time, for any reason. If City Moose Catering, LLC terminates this contract earlier than 30 days prior to the event date, all deposits and prepayments will be returned in full within 10 days. If City Moose Catering, LLC terminates this contract later than 30 days prior to the event date, all deposits and prepayments will be returned in full within 10 days as well as an additional \$100.00. City Moose has never canceled a function as of today's date.

Final Payment:

Remaining balance is due 72 hours before the start of the event. Due to the fluctuating cost of food items, menu prices are subject to change within 14 days of the event. When a drastic change in the menu ingredient cost occurs, the Client has two options:

- a.) The Client will pay the additional cost based on the current adjusted price, or
- b.) Substitute other menu items to maintain the agreed upon per person price.

Catering Management Fee (Service Charge):

15% of the pretax subtotal will be added to your bill. The fee covers administrative costs, including the cost of transportation & gas, handling of refuse & recycling and insurance. The use and maintenance of company owned equipment, vehicles, supplies and planning meetings. This fee covers cake cutting as well as the use of our display ware and any communication or planning meeting with our staff and the client. This is not a gratuity nor is it a staffing fee.

Gratuity:

Gratuity for day of food service staff is suggested on your invoice and is appreciated but not required. Please let us know if you'd like us to keep the line item for staff gratuity on your invoice, change or remove it from the invoice. We can also accept Venmo gratuity @CityMooseNH

Agreement Signature:

Upon review and acceptance of the proposal and our catering policies, please sign below and return this document via email (Word, PDF or photo of signature page are acceptable). This agreement becomes binding only upon receipt of your required deposit and signed document. We do not reserve dates or commit to provide catering service without receiving both the deposit and agreement.

Please sign and return this last page:

Client Signature
Client Signature

Date
Date