

BATTERY GARDENS

Catering Contract
Contract: 00014940

CUSTOMER
Mr. Jay Townsend NYC-NSA 570 W 156, Suite 26 New York, NY 10032 Phone: 845-534-3513 (Jay W)

EVENT INFORMATION	
Event Date:	Friday, June 14, 2019
Description:	Seated Luncheon and Speaking Program
Guest Count:	70
Event Status:	Booked
Contact Person:	Jay Townsend
Contact Phone:	845-534-3513 (Jay W)
Sales Manager:	Donna Ahern

LOCATION AND TIMES			
Room	Setup Style	Start Time	End Time
Harbor View Room	SEE SPECIAL INSTRUCT	10:00 am	2:30 pm

NSA - NYC Annual Luncheon

MENU SELECTIONS			
Description	Qty	Price	Total
Seated Luncheon	70	50.00	3,500.00
Minimum Guarantee of 70 Adults *****			
**NOTE: Please do not clear tables until 2:45pm. ~~~~~			
Vendor Meals (#TBD)		25.00	

BOD Meeting (behind screens - fireplace side of room) @ 10am. Glasses of Water for 16pp Need 16ft of clothed tables. *****			
INVITATION / RECEPTION (11AM) Servers will pass Sparkling Water with Lemon and Lime, UNSWEETENED Iced Tea, and Lemonade (Make Iced Tea on Thursday and Cool) Sugar and Sugar Substitute should be PRE-SET on all dining tables. ~~~~~			
THIS IS A GLUTEN FREE MENU *****			

MENU SELECTIONS			
Description	Qty	Price	Total
INTERNATIONAL CHEESE AND FRESH FRUIT DISPLAY, Served w Water Crackers on the side *****			
3-COURSE SEATED LUNCHEON ~~~~~			
1st COURSE (PRE-SET by 11:25am) Lola Rosa Salad, Mandarin Orange Segments, Brie, Red Wine Vinaigrette **Sunny: No NUTS No ONIONS, No CROUTONS *****			
ENTREE COURSE (Served around 1p) CHOICE AT TABLE OF: Lemon Chicken: Roasted Fingerling Potatoes, Cream of Spinach and Artichoke - Lemon Wheel Garnish (AND) Roast Salmon: QuinoaTabbouleh with Lentils, Fresh Asparagus ~~~~~			
VEGAN Entree available on Request Stuffed Italian Eggplant Vidalia Onions, Herbed Quinoa Arugula, Tomato Vinaigrette **NO NUTS IN THIS ENTREE** *****			
DESSERT (Served @ 145pm) Chocolate Macchiato Mousse Sliced Strawberry Garnish **Julio- Please have 10 RASPBERRY Sorbet's available upon request. *****			
Coffee, Tea, Decaffeinated Coffee *****			
BEVERAGE INSTRUCTIONS: ~~~~~			
Glasses of Still Water PRE-SET at Each placesetting.			

MENU SELECTIONS			
Description	Qty	Price	Total
2 Bottles of Sparkling Water at each round table. Soft Drinks, Lemonade, Iced Tea upon request. (1) Bar in Room with Soft Drinks, Juices Lemonade and Iced Tea. **NO ALCOHOL OFFERED AT THIS EVENT** *****			
Event Management Fee	1	250.00	250.00
Guest Appreciation Allowance	1	500.00	500.00
Checkroom Attendant (DECLINED) *****			
Valet Parking: (DECLINED) *****			
OVERTIME is not available for this event.			

SPECIAL INSTRUCTIONS

A deposit in the amount of \$1,000 is due upon receipt of signed contract. Payment can be made with a credit card and we will not charge any fee.

Final Balance will be due 5 days prior to event in the form of a bank certified check or Cash. If you would like to pay the balance with a credit card, we reserve the right to pass along the 3% fee we are charged.

Final Guest count and Vendor count (if any) will be due one week prior to event.

If a Kosher Meal(s) is needed, please reach out to MaryAnn Lai at Levana Pastries (A Glatt Kosher restaurant) at least 10 days prior to your event. Maryann Lai, Off Site Catering Manager, tel: (212) 877-8457 email: mlai@prodigy.net
Maryann's Hours: Monday-Thursday 9am - 5pm, Friday 9am - 3pm) She will need the date and time of event, and your contact information. Give her my name as well.

****TIMELINE:**

AV Set-up 9am (If from outside AV service)

Marlisa arriving at 9:30am

10a - Board of Directors Meeting (behind screens) – 16pp

11:30a - Invitation - Cheese and Fruit Display AND passed Beverages

12noon - Guests are asked to be seated - SALAD IS PRE-SET by 11:50am

12:30p - Speaking begins

1:15p - Entree Served

2p - Dessert Served

2:30p - Adjournment

NO Overtime available for this event.

****NOTES:**

Luncheon is to celebrate the passing of the torch from the old board to the new board and is an annual event. This is the New York Chapter of the National Speakers Association.

Immediate Past President is Nancy Lynn. Incoming President is Jay Townsend. Current President is Sylvie deGiusto. BG Podium and Microphone. BG Standing Mic (as well) as per diagram. (If this is possible to have 2 mics - have to double check)

NOTE FOR 2019: If outside AV company is not hired, we will provide our Podium and Mic and/or Standing Mic, and 6' screen with HOST'S projector, our cocktail table for their projector. Battery Gardens does NOT have a projector.

Open Seating with 3 reserved signs at tables 1, 2 and 3

(11) Crescent Rounds of 7, with our table numbers (final # TBD)

Our Cloths and (4) Votive Candles on all tables.

(1) Registration Table with 2 chairs and (1) Voting Table with 2 chairs as per diagram.

Menu cards will be filled out by each guest prior to being seated and placed at each placesetting for servers.

Back third of room screened off.

Group heading to Clipper Ship after event @ 3pm

BILLING

Subtotal:	4,250.00
Tax 1:	401.16
Surcharge:	770.00
Event Total:	5,421.16
Less Total Credits:	1,000.00
Total Due:	4,421.16

ⓧ Please make check payable to Battery Gardens Restaurant

(payment for 70 guests)

1. PAYMENT POLICY TERMS: Deposits are required upon receipt of contract. Deposits can be remitted by credit card or check. After the initial deposit, the next payment is due 1 week in advance of the event. For all social events (weddings, bar