



**Banquet Event Order**

<b>Account:</b>	National Bureau of Economic Research - NBER	<b>Event Date:</b>	Friday, October 11, 2019
<b>Post As:</b>	NBER - Political Economy Program Meeting	<b>Contact:</b>	Carl Beck
<b>Address:</b>	1050 Massachusetts Avenue Cambridge, MA 02138 UNITED STATES	<b>Phone:</b>	(617) 588-0380
		<b>Email:</b>	cbeck@nber.org
		<b>Onsite Contact:</b>	
		<b>Onsite Phone:</b>	
<b>Deposit:</b>		<b>Catering Manager:</b>	Kathryn Mathews
		<b>Service Manager:</b>	Valerie Mathews

Date	Event Time	Room	Function	Setup	Exp	Gtd	Rental
Fri, Oct 11	7:00 AM - 5:00 PM	Charles Foyer - East Tower, Level 2	Registration	Registration	2	2	
Fri, Oct 11	8:00 AM - 5:00 PM	Charles Suites - East Tower, Level 2	Meeting	U-Shape	<del>60</del> 64		\$ .00
Fri, Oct 11	8:30 AM - 9:30 AM	Charles Foyer - East Tower, Level 2	Continental Breakfast	Buffet	<del>45</del> 50		
Fri, Oct 11	10:00 AM - 12:00 PM	Charles Foyer - East Tower, Level 2	Break - AM	Buffet	45		\$ .00
Fri, Oct 11	1:15 PM - 3:15 PM	Charles Foyer - East Tower, Level 2	Break - PM	Buffet	<del>45</del> 40		
Fri, Oct 11	3:15 PM - 5:00 PM	Charles Foyer - East Tower, Level 2	Break - PM	Buffet	<del>45</del> 40		\$ .00

Menu	Setup
<b>Charles Foyer - East Tower, Level 2   8:30 AM - 9:30 AM</b> <b>A HEALTHY START</b> Serve Time: 8:30 AM to 9:30 AM Chilled cranberry, grapefruit & orange juices Seasonal fruit salad Chilled individual fruit yogurts Assorted baked bagels Low-fat cream cheese Assortment of freshly baked pastries Marmalades, preserves, butter Egg white frittata Diced tomato, feta, scallions Steel cut oatmeal Brown sugar, raisins Freshly brewed PJ's coffee, regular & decaffeinated Selected Mighty Leaf fine herbal teas <b>45 @ \$36.00 per person</b>	<b>Charles Foyer - East Tower, Level 2   7:00 AM - 5:00 PM</b> 6' Registration Table with 2 Chairs, Water, Candy, Pads, Pens and Wastebasket <b>Charles Suites - East Tower, Level 2   8:00 AM - 5:00 PM</b> U-Shape Set for 30 Theater Set for 30 Floor Podium with Cabaret Table NBER will provide their own pads and pens Decorated Food Display SEE DIAGRAM
<b>Charles Foyer - East Tower, Level 2   10:00 AM - 12:00 PM</b> 45 Freshly brewed PJ's coffee, regular & decaffeinated Selected Mighty Leaf fine herbal teas @ \$8.00 per person Soft Drinks & Mineral Waters @ \$5.00 each	<b>Audio Visual</b> <b>Charles Suites - East Tower, Level 2   8:00 AM - 5:00 PM</b> Please Refer to KVL Estimate
<b>Charles Foyer - East Tower, Level 2   1:15 PM - 3:15 PM</b> 45 Freshly brewed PJ's coffee, regular & decaffeinated Selected Mighty Leaf fine herbal teas @ \$8.00 per person Soft Drinks & Mineral Waters @ \$5.00 each	<b>Miscellaneous</b> <p style="font-size: 2em; text-align: center;">MEETING MOVED TO PARKVIEW ROOM</p>
<b>Charles Foyer - East Tower, Level 2   3:15 PM - 5:00 PM</b>	

Customer Approval:  Date: 10-2-19



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<b>Deposit:</b>		<b>Catering Manager:</b>	Kathryn Mathews
		<b>Service Manager:</b>	Valerie Mathews

Date	Event Time	Room	Function	Setup	Exp	Gtd	Rental
Fri, Oct 11	12:15 PM - 1:15 PM	Parkview - East Tower, Level 2	Lunch	Rounds of 10	48	56/58	\$0.00

Menu	Setup
<b>Parkview - East Tower, Level 2   12:15 PM - 1:15 PM</b> <b>NORTH END</b> <i>Serve Time: 12:15 PM to 1:15 PM</i> White bean & escarole soup Baby arugula salad Cherry tomatoes, mozzarella, balsamic reduction Caesar salad Romaine, parmesan, croutons, Caesar dressing Seasonal risotto Chicken Marsala Sautéed mushrooms Penne Pasta with Shrimp White wine and garlic sauce, garden herbs Dinner rolls Tiramisu torte Mini cannolis Freshly brewed PJ's coffee, regular & decaffeinated Selected Mighty Leaf fine herbal teas <b>48 @ \$55.00 per person</b> Soft Drinks & Mineral Waters @ \$5.00 each PLEASE MAKE ONE ENTREE VEGAN	<b>Parkview - East Tower, Level 2   12:15 PM - 1:15 PM</b> 72" Banquet Rounds of 10 for 52 Decorated Food Display Banquets Choice of Linen All Food Items to be Labelled  <b>Audio Visual</b>  <b>Miscellaneous</b>  <i>LUNCH MOVED TO CHARLES SUITES.            PLEASE MAKE ONE OF THE THREE ENTREE OPTIONS VEGAN</i>
<b>Beverage</b>	

Final Count is required by 12:00 Noon, 72 business hours in advance of the date of the event. If the count is not received by then, we will use the attendance estimate as the guarantee figure. A 15% Gratuity is added to all functions for payment to the hourly paid wait staff and service employees engaged in the service of the event. A taxable administrative fee of 9% is added to all function and event orders to defer overhead costs. This administrative fee is not a Tip, Gratuity or Service Charge and is not distributed to employees. Massachusetts Meal Tax, currently at 7% is also applied to the food and beverage subtotal and the 9% administrative fee. All other prices subject to applicable taxes. Consuming raw or uncooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

Customer Approval  Date 10.2.19



**Royal Sonesta Boston**  
 40 Edwin Land Boulevard, Cambridge, MA 02142  
 Phone: (617) 806-4200

BEO #: 24054  
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 Date Printed: 10/01/2019

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45 Freshly brewed PJ's coffee, regular & decaffeinated Selected Mighty Leaf fine herbal teas @ \$8.00 per person Soft Drinks & Mineral Waters @ \$5.00 each	
<b>Beverage</b>	

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Customer Approval *[Signature]* Date 10-2-19