



Wednesday July 21, 2010

Special Libraries Association

Ms. Lynne McCay
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Revised Proposal Page 1

Ms. Lynne McCay
Thursday January 20 2011
Caterers Arrival: 5:00 p.m.
Guests Arrival: 7:00 p.m.
Reception: 7:00 p.m.
Bar Closed at: 8:45 p.m.
Conclusion: 9:00 p.m.
Caterers Departure: 10:00 p.m.
Attendance: 200 guests
Location: 701 Pennsylvania Ave NW
Washington, D.C. 20004
Navy Memorial

Excellent Italian and Continental Cuisine

245 Maple Avenue West (Route 123), Vienna, Virginia 22180
VA: (703) 281-3922 • MD: (301) 299-2400 • FAX: (703) 281-3926
E-mail: info@MarcoPoloCaterers.com
Visit us at our Web Site: www.MarcoPoloCaterers.com

~Hors d' Oeuvres Buffet Menu # 1~

Baked Spanakopitas

Maryland Crabcakes
Served with Remoulade Sauce

Mini Orange Muffins
Topped with Smoked Turkey and Cranberry Relish

Broiled of Beef Kabobs with
Fresh Peppercorn Wine Sauce

Cascade of Seasonal Sliced Fruits
Served with Creamy Raspberry Sauce

Pumpnickel Basket Filled with
Spinach Dip Surrounded with
Fresh Cut Vegetables

Warm Brie Wheel Topped with
Toasted Almonds, Accompanied with
Assorted Crackers and Garlic Toasts

Cajun Grilled Chicken Strips
Garnished with Sliced Mango
Served with Black Bean Salad

Assorted Homemade Pastries
Chocolate Fruit Tarts, Mini Cannoli,
Mini Éclairs, Petit Fours
Chocolate Covered Strawberries

\$25.00 per person

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Revised Proposal Page 3
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BAR EQUIPMENT (TWO BARS)

Marco Polo Caterers will supply fruit garnishes, plastic cups, ice, ice buckets, bar pitchers, wine carafes, cocktail napkins and all the equipment necessary for your bar.

\$4.00 per person
Special discount \$2.00 per person
\$2.00 per person

- *The client will provide the soft drinks, beer & wine for the evening.
- * The Client will provide a cashier for the Cash Bar.

EQUIPMENT RENTAL

Marco Polo will provide the linens for the service tables, tablecloths & skirting, small plastic plates, plastic forks, plastic knives, salt & pepper shakers, plastic cups, water pitchers, waiter trays and stands, votive candles, mirror tiles, hot boxes, warmers, kitchen equipment and all the equipment necessary for the setup.

\$5.00 per person
Special discount \$1.50 per person
\$3.50 per person

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PROFESSIONAL WAIT STAFF

Marco Polo's staff will arrive at location at 5:00 p.m. to set up and will leave at 10:00 p.m.

#	Description	5 Hours	Total
1	Supervisor/Waiter	5	\$ 175.00
2	Bartenders	10	\$ 300.00
1	Waiter / Buffet Runner	5	\$ 150.00
1	Cook/Pantry	5	\$ 150.00
	Food delivery, loading/unloading and travel time		<u>\$150.00</u>
	Total		\$ 925.00

Gratuity Policy Marco Polo Caterers prides itself on providing the very best service for our customers. The staff providing service for your event is paid on an hourly basis. Any additional gratuity is appreciated but not required. Any gratuity can be given to the supervisor to disperse to the team or you can give it to individual servers.

*Staff requirements may be adjusted upon finalization of logistical requirements.

*Wait staff will be impeccably dressed in tailored tuxedos

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COST ANALYSIS

	Based on	200	Guests
	Cost per person		Totals
Hors d' Oeuvres Buffet Menu #1		\$25.00	\$5,000.00
Bar Set Up ~Two Bars ~Special discount		\$2.00	\$ 400.00
Equipment Rental ~Special discount		\$3.50	\$ 700.00
Professional Wait Staff			<u>\$925.00</u>
Subtotal			\$7,025.00
TAX EXEMPT # 8999-005299-001			<u>0.0</u>
Total			\$7,025.00

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Revised Proposal Page 6
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CONTRACT

Ms. McCay~

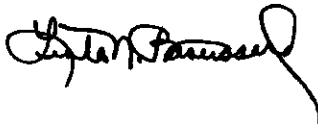
~ These ideas are based on our recent communication. I will be happy to work with you towards the final plan that best meets your needs and suits your tastes.

This proposal is valid for 30 days. If all of the arrangements above meet with your approval at this time, we would appreciate your signing this proposal and returning it to us at your earliest convenience with a deposit of \$2,000.00. If you would like to use credit for payment purposes, please find enclosed our Credit Card Authorization Form.

We will require your second deposit of ~~\$2,863.75~~ by September 24 2010.

~~\$2,863.75~~ ^{\$2,512.50} ^{\$2,512.50}
Your last payment of ~~\$2,863.75~~ along with your final headcount will be required by January 10 2011. This proposal is based on 200 guests.

Cancellations made 90 days prior to the reception, will receive 100% of their deposit back less \$100.00 retained for administrative service. Cancellations between 30 – 90 days, will receive half of their deposit in cash less \$100.00 and the remaining half in gift certificate form. Cancellations made within 30 days prior to the reception, will receive no refund.



Signature

7/20/2010

Date

Thank you for selecting Marco Polo Caterers. We assure you of our best efforts to make your event a success.

Sincerely,



Xochitl

Xochitl Gutierrez
Catering Consultant

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