



**ELEPHANTS CATERING - FULL SERVICE EVENT PROPOSAL**  
**Agile Open NW Conference @ Leftbank (Day 2) - FS Breakfast for 225 Guests**  
**Thursday, February 07, 2019**

Prepared By: Sarah Woelfle    Event: E212897

**MENU**

**\*\*MORNING PORTION (~200ppl)\*\***

**~Double-Sided Breakfast Buffet~**

**Fresh Fruit Skewer**

*(VG/WF) Cantaloupe, honeydew, pineapple & strawberries*

**Deviled Eggs**

*(VE/DF/WF)*

**Morning Pastry Platter / Small**

*(VE) Mini croissants, Danishes & muffins, and seasonal quick bread*

**Morning Pastry Platter / Large**

*(VE) Mini croissants, Danishes & muffins, and seasonal quick bread*

**New Cascadia GF/VG - Breakfast Pastries \*1wk**

**\*\*AFTERNOON PORTION (~225ppl)\*\***

**~Double-Sided Lunch Buffet~**

**Napa Cabbage Salad**

*(VE/WF) Napa cabbage, scallions, radish, almonds, sugar snap peas and a creamy soy ginger dressing*

**Chicken Teriyaki Bowl**

*Chicken Teriyaki DF*

*Chicken, soy sauce, sugar, garlic, red chili flakes, ginger, apricot, Dijon, chicken stock, bell peppers & pineapple*

**Savory Rice DF/VG/WF**

*Vegetable stock, rice, onion, canola oil & seaweed*

**Sweet & Spicy Zucchini Salad DF/VG/WF**

*Zucchini, carrot, onion, yellow squash, vinegar, sugar, salt, sambal oelek, and cilantro*

**Tempeh Bowl**  
Tempeh Terriyaki  
*(VG/WF) Sesame Orange Tempeh with Sugar Peas & Bamboo Shoots*

*Quinoa w/ Edamame*  
*(VG/WF) Quinoa, edamame beans, carrots, cabbage & broccoli with our Asian citrus dressing (maple syrup, rice vinegar, orange juice, ginger, orange zest, sesame oil, sesame seeds, salt & pepper)*

**~Afternoon Break~**

**Pretzel Snack Mix with Mixed Nuts**  
*(VG)*

**Assorted Petite Cookie Platter / Large**  
*(VE) Our petite cookies: chocolate chip, frosted shortbread, chocolate sable & seasonal specials.*

**New Cascadia GF/VG- Cookies \*1wk**

**BEVERAGES**

**\*\*MORNING PORTION (~200ppl)\*\***

**~Breakfast Beverages~**

**Full-Serve Water Station**

*Includes Service container/cambro, ice, water, 7oz cups and cocktail napkins.*

**Aloha Orange Juice \*48**

*7oz. Eco Cups & cocktail napkins provided (16 per gallon)*

**Cambro Coffee Service - Regular Stumptown per Gallon**

*Delicatessen Blend (Regular) from Stumptown; Includes cambro, cups, sugar, creamer, stir sticks, and cocktail napkins (16 per gallon).*

**Cambro Coffee Service - Decaf Stumptown per Gallon**

*House Decaf from Stumptown; Includes cambro, cups, sugar, creamer, stir sticks, and cocktail napkins (16 per gallon).*

**Steven Smith Hot Tea (airpot)**

*Includes an assortment of Steven Smith Teas, airpot, cups, sugar, creamer, stir sticks, and cocktail napkins (12 per pot).*

**Tea Bag Entry for Hot Tea**

**\*\*AFTERNOON PORTION (~225ppl)\*\***

**~Lunch Beverages~**

**Full-Serve Water Station**

*Includes Service container/cambro, ice, water, 7oz cups and cocktail napkins.*

**Aloha Lemonade \*48**

*7oz. Eco Cups & cocktail napkins provided (16 per gallon)*

**Unsweetened Steven Smith Iced Tea**

*7oz. Eco Cups, cocktail napkins & sugar basket provided (16 per gallon)*

**~Afternoon Beverages~**

**Aloha Lemonade \*48**

*7oz. Eco Cups & cocktail napkins provided (16 per gallon)*

**Unsweetened Steven Smith Iced Tea**

*7oz. Eco Cups, cocktail napkins & sugar basket provided (16 per gallon)*

**Cambro Coffee Service - Regular Stumptown per Gallon**

*Delicatessen Blend (Regular) from Stumptown; Includes cambro, cups, sugar, creamer, stir sticks, and cocktail napkins (16 per gallon).*

**Stumptown Decaf (airpot)**

*House Decaf from Stumptown; Includes airpot, cups, sugar, creamer, stir sticks, and cocktail napkins (12 per pot).*

**Steven Smith Hot Tea (airpot)**

*Includes an assortment of Steven Smith Teas, airpot, cups, sugar, creamer, stir sticks, and cocktail napkins (12 per pot).*

**Tea Bag Entry for Hot Tea**

**SERVICES**

**~All Day Staff~-**

**Event Manager**

*Labor hours are estimated to include loading, travel, set-up, clean-up time, and are subject to revision based on final party report*

**- 1 @ 14.5hrs - Estimated**

**Servers**

*Labor hours are estimated to include loading, travel, set-up, clean-up time, and are subject to revision based on final party report. Four hour minimum charge applies regardless of final labor hours. - 1 @*

**14.5hrs - Estimated**

**Servers**

*Labor hours are estimated to include loading, travel, set-up, clean-up time, and are subject to revision based on final party report. Four hour minimum charge applies regardless of final labor hours. - 1 @*

**12hrs - Estimated (4:00am - 4:00pm)**

**Hot Food Runner - Vehicle Required - 2 @ 5.5hrs - Estimated (9:30am - 3:00pm)**

**EQUIPMENT & RENTAL**

**Beverage Service - FS Beverage Dispenser**

**Catering Maintenance Fee - Left Bank**

**\*\*MORNING PORTION (~200ppl)\*\***

**~Breakfast EQ~**

**ECO - Earth Friendly - Appetizer w/Napkin & Fork**

**Includes biodegradable paper plate, natural unbleached napkin and 100% post-consumer recycled flatware**

**~Rentals Delivered/Returned To Elephants~**

**Rental Linen - 90" x 132" Banquet (6 Ft Drape)**

**\*\*Delivered with Day 1 Rentals \*\***

**\*\*AFTERNOON PORTION (~225ppl)\*\***

**~Lunch EQ~**

**EO-Chafer - 8 Qt Rectangular**

**ECO - Earth Friendly - Breakfast, Lunch, Dinner 9" w/ F,K**

**Includes biodegradable paper plate, natural unbleached napkin and 100% post-consumer recycled flatware.**

**~Afternoon Break EQ~**

**ECO - Full Serve Cocktail Napkins, White with Logo**

**ECO - Earth Friendly 7oz Recyclable Cup - Cold Beverage**

**Financial Summary**

Food	6,224.00
Beverage	1,478.25
Liquor	0.00
Equipment	150.00
Labor	1,705.00
Rental Equipment	0.00
Miscellaneous	1,211.00
Subtotal	10,768.25
Tax	0.00
Service Charge	1,617.47
Added Gratuity	0.00
<b>Total</b>	<b>12,385.72</b>

**Cost per guest: \$55.05**

The management and staff at Elephants Catering are honored to cater your event. We are pleased to acknowledge the following date reservation:

**Date: Thursday, February 07, 2019**

**Location: Left Bank Annex**

**Time: 8:00 am - 9:00 am**

**Estimated Guest Count: 225**

**If the details of this agreement meet with your approval, please sign and return a copy of this letter by mail, email or fax on or before 12/31/2018.**

**Deposit**

A non-refundable deposit in the amount of **\$6,192.72** will be processed upon receiving a signed contract. The remaining balance will then be processed 5-7 business days prior to the event, upon receipt of a confirmed final guest count. Final charges will be calculated post event. We accept cash and credit card only; additionally, a credit card number is always required as a secure backup. For security purposes, we no longer accept printed credit card information. Please provide the credit card information including credit card number, expiration date, security code, and billing zip code to your Sales Representative. Additionally, if the credit cardholder is not the client listed above please provide the cardholder's signature below:



12/19/2018

Cardholder Signature  
Jeremy Lightsmith

Date

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Print Name

**Once the signed contract and deposit have been received, your reservation will be confirmed as booked with deposit.** The remaining balance, plus or minus any adjustments that need to be made after the event, will be re-invoiced and refunded or payable within 3-5 business days after the date of the event.

### **Cancellation & Catering Policies**

- In addition to the scheduled hours of the event, our full service caterers will arrive early to Elephants to load events equipment and package food. They will then arrive on-site up to 3 hours before the event and will allot up to 2 hours to breakdown and clean-up. If additional service hours occur due to an extended length of the event or unforeseen labor needs, an updated invoice will be sent to you. Labor charges can include up to 4 hours in advance of the scheduled event time and 2-1/2 hours for breakdown and cleanup.
- We hope that the need to cancel your event does not arise, but if it should, 50% of the estimated total will be charged, as well as the cost of any special order items, if canceled with less than 5 business days notice.
- Please note that Elephants Catering has taken measures to ensure that your event will be executed completely as offered in the event of inclement weather. Our standard cancellation policy will apply should your event cancel due to the weather.
- Final guest count is required **10 business days prior** to event date. After final confirmation, head count is not subject to reduction. If no guarantee is received, we will consider the guarantee to be the number of guests expected as stated above, with the final invoice reflecting food and estimated beverage for this number of guests expected.
- An 21% service charge (or current rate) is applied to all food and beverage. If the event location is in the state of Washington, sales tax will apply.
- For the safety and convenience of your guests, Elephants Delicatessen suggests a server remain onsite at events which require open flames (Sterno), food refrigeration, or food handling & preparation prior to time of service. For our clients electing to manage food handling or set-up for catering without an Elephants server, our clients assume responsibility for food safety and handling, including an adherence to all standard food safety practices from the time of pickup.

### **Alcohol Service Policies**

These rules apply to private residences, public places, and event venues.

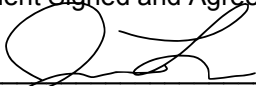
- All Elephants bartenders are OLCC licensed to legally serve alcohol. To stay in compliance with OLCC regulations, all alcoholic beverages must be served by a bartender; "self-serve" areas are not permitted. Additionally, one bartender must remain at each bar during all hours of service.
- For Beer and Wine bars, a minimum of two substantial food items must be available during all hours of alcohol service.
- In accordance with OLCC rules, our bartenders reserve the right to deny service to anyone displaying signs of intoxication, and reserve the right to conclude bar service at any time.
- When Elephants is providing a bartender and is therefore assuming the legal liability for the alcohol service at an event, only alcohol that is served by our licensed bartenders may be consumed.
- Outside or unauthorized alcohol or self serve alcohol is strictly prohibited.
- The first time unauthorized alcohol is discovered, the alcohol will be confiscated and disposed of. The client and venue contact will be informed that this is the only warning and if we discover outside alcohol again, the bar will be shut down. The second time, the alcohol will be confiscated and disposed of, the client and venue contact will be informed that the bar is closing for the duration of the event. The third time, Elephants Catering will break down the event and leave the premises after informing the client and the venue contact. No refunds will be issued.

We thank you for selecting Elephants Catering and we look forward to the pleasure of serving you and your guests.

Sincerely,

Sarah Woelfle  
(503) 937-1099  
catering@elephantsdeli.com

Client Signed and Agreed To:



12/18/2018

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Client Signature

Date

Jeremy Lightsmith

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Print Name

Please fax this confirmation to us at 503-546-4495, or mail to us at: Elephants Delicatessen, Attention: Catering Department, 700 SE Clay Street, Portland, OR 97214.