

CATIE AWARDS 2016  
BEST PLATED MENU





# SYNOPSIS

How do you say farewell to a group of talented and loyal employees that – after ten years of service – have to be laid off from the organization? The catering team faced this challenge when creating an interesting spin on an emotionally significant “Last Supper” circa the modern day scenario of mergers and layoffs. To accomplish everything for this valued client, the team tapped into their creative vein to come up with a concept that exceeded all expectation. From ingredient choices to creative presentation, the minute details played a significant role in elevating each course to inspire the guests of honor.

# GOALS & OBJECTIVES

A longtime financial corporate client merged with a larger company. The guests were beloved employees that were being laid off. The client didn't want a typical office party to bid them adieu; they wished to give the gift of a culinary experience that would communicate appreciation and transcend the usual send off. The catering team also wanted to add some extra special touches to thank them for so many years of loyalty.



To create a unique and emotionally driven evening, the team started by securing a new venue that had recently opened. This fresh canvas helped tell a poignant story of appreciation through a progressive dining experience. The menu and artful presentation brought the concept to life in a magnificent manner.

# QUALITIES OF THE MENU:

To achieve the goal of a unique and emotionally connected experience, the team used several creative techniques throughout the food presentation to create sensory appeal, emotion, and wonder.

To add a little sensation to the evening, a smoking dome presentation was used for the beef course. Large slate tiles were used to replace traditional plates. Brightly colored foods such as radicchio leaves and edible flowers added contrast, color, and texture. The effect was striking.



This course was a direct reflection of what the catering team set out to do, and that was stir emotion. As soon as the dome was lifted and smoke wafted through the air, the moment evoked a sensory reaction. Guests visibly displayed emotion as they experienced this special epicurean drama for the first time.



The chicken course followed, which brought about additional questions on how to present the course differently. Two sauces were created with the idea of incorporating an interactive experience. After testing different luges constructed of wood or metal, the natural look of bone marrow stood out as the ideal presentation.

This course started with a base of Honey Pepper Fried Chicken served with Glazed Brussels Sprouts and Yukon Gold Swirl Mashed Potatoes served in a bowl. The chefs drizzled a duo of sauces onto each guest's chicken course via the bone marrow luge. The look was rustically elegant and a giant step away from the ordinary.



Then the surprise finale ensued! Chocolate Sphere Desserts were placed in front of each guest. Servers at each place setting simultaneously drizzled hot caramel sauce on the dessert -- splitting each sphere open and revealing Bailey's Irish Cream drenched Rice Krispy cubes within. They were the perfect coup de grace for a food experience that was over-the-top delicious, creatively designed, and presidentially presented.



# QUALITY OF THE PRESENTATION

From a design standpoint, the progressive dinner needed to represent many different things. To start the evening, the first theme was fire because these guests were from the marketing team and were an integral piece in fueling the future of the company. Colors of orange, red, and yellow represented flames while intertwined with geometric shapes to create a modern spin.

As the night transitioned, the theme for the evening took on a big city chic style with rustic touches and smart detailing. Quality of presentation was accomplished by layering foods with décor elements for an out-of-this-world styling during every single course. Signature presentation elements included:

- Smoking glass dome presentation
- Slate tiles as plates
- Custom bone marrow luges
- Handmade chocolate spheres
- Suspended pallet walls for salad and bread display

From the venue, décor design, and floral to the food presentation and an immersive sensory experience, every bit of the presentation spoke to quality.





# PRODUCTION OF THE MENU AT THE EVENT:

The production of such a complex menu was not easy. To execute the menu successfully required three different production areas throughout the venue.

Hors d'oeuvres stations were set and prepped while kitchens set up outside were used to prepare Braised Pork Belly Tacos, Chicken and Waffle Cones, and Roasted Red Pepper Soup Shooters.

Stationed Hors d'oeuvres included Local Cheeses, Charcuterie, and accouterments including Apple Butter, Bacon Onion Green Chile Marmalade, Cranberry Mustard, Blood Orange Balsamic Reduction, Honey Herbed Focaccia Crisps, and Sliced Rosemary Olive Bread. Each presentation was colorful and presented innovatively.

Salads were put together and placed on a suspended salad wall along with artisan bread pails for yet another creative design presentation.

The Smoked Dome Beef course required intricate timing and methodical preparation for the perfect flavor infusion and smoke effect. A special smoke torch was purchased specifically for this course in order to infuse enough hickory chip smoke into the beef.

The production process was unique and professionally executed from beginning to end.



# CHALLENGES

With any event, there are many challenges. This event was no different due to the complexity of the menu.

The palate-cleansing course didn't work onsite. The catering team was going to use cucumber wraps, but during preparation the wraps were cut too thin. The team redesigned the dish with a cucumber ring in a Cosmo glass with sorbet and guests loved it.

Originally, a smaller dome was going to be used for the beef entrée. There was an issue with the supplier and the domes never arrived. Now down to less than 36 hours before the event, the catering team hit the streets to source enough glass domes of correct quality. The only domes found ended up being a larger size than the original plan. Amongst juggling several other events that day, the team had to create time to re-test the timing and amount of smoke needed to properly create the right flavor and effect.

Chocolate. It melts, it breaks and if either happened there was no dessert. If it gets too cold, it won't crack open when the hot caramel hits the surface. If it gets too warm, it begins to lose its shape and the dramatic effect is lost. The spheres were kept in a separate space and monitored regularly. They were a spectacular wow for this intimate experience.

Despite challenges, the catering team was able to find ways to create a decadent and beautifully plated menu and present it in a way that was unforgettable for the guests.

# EVENT MENU

## **WELCOME TRAY PASSED BEVERAGES**

### *METROTINI SIGNATURE DRINK*

CRANBERRY PINEAPPLE MARTINI WITH ORANGE PEEL  
GUESTS WILL BE GREETED BY THEIR SIGNATURE DRINK

## **HORS D'OEUVRES**

### *BRAISED PORK BELLY TACO*

PEAR SALAD, VANILLA CIDER SAUCE, FLOUR TORTILLA

### *CHICKEN AND WAFFLE CONE*

FRIED CHICKEN BITE, WAFFLE PIZZEL CONE, CHILI BUTTER, MAPLE SYRUP

### *ROASTED RED PEPPER SOUP SHOOTER*

DICED AVOCADO, FETA CHEESE, CILANTRO

### *CHEF'S CHOICE LOCAL CHEESES (3 TYPES) FROM*

CLOVER CREEK CHEESE CELLAR, WILLIAMSBURG, PA;

MISTY CREEK DAIRY, LEOLA, PA;

WAKEFIELD DAIRY, WAKEFIELD, PA, OR

LANCASTER FARM FRESH CO-OP

### *CHARCUTERIE*

JAMON SERRANO, CHORIZO PAMPLONA, SWEET COPPA

### *ACCOUTREMENTS*

APPLE BUTTER, BACON ONION GREEN CHILE MARMALADE,

CRANBERRY MUSTARD, BLOOD ORANGE BALSAMIC REDUCTION, HONEY

HERBED FOCACCIA CRISPS, SLICED ROSEMARY OLIVE BREAD



# EVENT MENU

## 5-COURSE PROGRESSIVE DINNER

GUESTS WILL ENTER THROUGH A RAISED GARAGE DOOR TO THEIR DINNER EXPERIENCE

### FIRST COURSE

#### *SALAD BOX WALL*

ARUGULA, FRISEE, CHOPPED PANCETTA, TOASTED PINE NUTS, RED BEET CHIPS  
SMOKED TOMATO VINAIGRETTE

#### *ASSORTED FRESH ARTISAN BREADS PAILS*

WITH GARLIC CHILI OIL AND WHIPPED HERB BUTTER AT THEIR SEATING TABLES

### SECOND COURSE

#### *SMOKING BEEF DOME*

MARINATED BEEF TENDERLOIN  
BALSAMIC REDUCTION, WILD MUSHROOM BRUSCHETTA AND GOAT CHEESE  
WASABI INFUSED RISOTTO  
GUESTS TO EXPERIENCE THE SMOKING SENSATION

### THIRD COURSE

#### *THE PALETTE CLEANSER*

CUCUMBER MINT SORBET IN A FROZEN CUCUMBER WRAP

### FOURTH COURSE

CHEF TENDERED FRIED CHICKEN

#### *HONEY PEPPER FRIED CHICKEN*

WITH GLAZED BRUSSEL SPROUTS & YUKON GOLD SWIRL MASHED POTATOES  
GUESTS TO CHOOSE FROM A DUO OF FINISHING SAUCES

### FIFTH COURSE

#### *THE CHOCOLATE SPHERE*

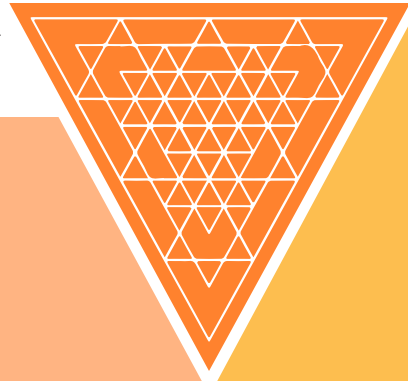
A CHOCOLATE SPHERE WITH BAILEYS INFUSED RICE KRISPY CUBES  
GUESTS TO DRIZZLE THEIR SPHERE WITH WARM CHOCOLATE CARAMEL GLAZE

# RECIPE 1:

## SOUTHERN BONELESS FRIED CHICKEN

¼ CUP OF SALT  
2 TBSP SUGAR  
4 CUPS BUTTERMILK  
12 PIECES OF 4OZ CHICKEN BREAST  
2 CUPS ALL PURPOSE FLOUR  
1 TBSP SMOKED PAPRIKA  
1 TBSP SALT  
1 TBSP GARLIC POWDER  
1/2 TBSP ONION POWDER  
½ TSP DRIED MUSTARD  
½ TBSP DRIED OREGANO  
¼ TSP CAYENNE PEPPER  
CANOLA OIL FOR FRYING

1. Combine ¼ cup salt, sugar and buttermilk to a large plastic tub and mix until the sugar and salt are dissolved. Add the chicken and completely immerse, cover and refrigerate overnight.
2. In a mixing bowl, combine the flour, paprika, salt, garlic powder, onion powder, dried mustard, dried oregano and cayenne pepper until well blended.
3. Heat oil in fryer or cast iron skillet to 375 degrees.
4. Remove the chicken from the buttermilk and add to your flour mixture and completely coat the chicken. Make sure you coat all your chicken breast pieces before you start to fry.
  5. In small batches, drop you chicken in the fryer or skillet. Cook until golden brown and the chicken is cooked through, about 6 to 8 minutes.
  6. Let rest on paper towels before serving to soak up remaining oil still on the breading.



# RECIPE 2:

## COUNTRY PEPPER GRAVY

¼ POUND OF UNSALTED BUTTER  
½ CUP ALL PURPOSE FLOUR  
1 TBSP KOSHER SALT  
2 TSP FRESH GROUND BLACK PEPPERCORNS  
2 TSP FRESH GROUND PINK PEPPERCORNS  
½ TSP CAYENNE PEPPER  
4 CUPS HEAVY CREAM

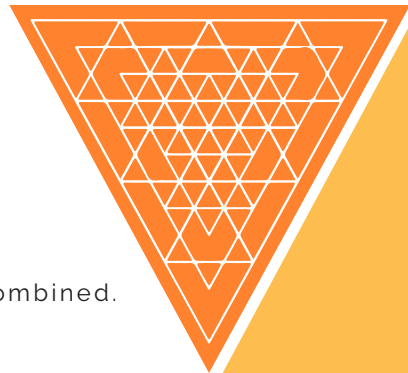
1. Melt the butter in a large skillet over medium heat until the butter completely melts and starts to simmer on the edges.
2. Add the flour, salt, peppercorns and cayenne pepper and whisk frequently until the mixture is a nice golden color.
3. Continue whisking constantly and slowly add in the heavy cream. Once all the cream is added into the mixture, let simmer and whisk occasionally until the gravy has slightly thickened.
4. Remove from heat and let sit for 2 to 3 minutes as the gravy will continue to slightly thicken. Serve warm.

# RECIPE 3:

## RED PEPPER HONEY SAUCE

½ CUP OF LOCAL HONEY  
½ CUP LIGHT BROWN AGAVE NECTAR  
1 TBSP SIRACHA CHILI SAUCE  
1 TBSP CRUSHED RED PEPPER FLAKES  
JUICE OF ½ A LIME

1. In a mixing bowl combine agave nectar, lime juice and chili sauce.
2. Add in honey and red pepper flakes and whisk until mixture is well combined.
3. Serve at room temperature.

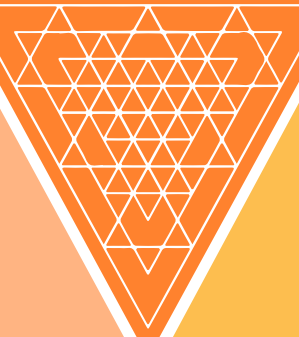


# RECIPE 4:

## **BRAISED PORK BELLY**

4 TO 5LBS OF LOCAL PORK BELLY  
JUICE OF WHOLE CALIFORNIA ORANGES  
1 CUP SOY SAUCE  
1 CUP LIGHT BROWN SUGAR  
½ CUP LEMON JUICE  
½ CUP MINCED GARLIC  
¼ CUP MINCED SWEET ONION  
1 TBSP PAPRIKA  
3 CUPS CHICKEN STOCK

1. In a mixing bowl combine orange juice, soy sauce, brown sugar, lemon juice, minced garlic, minced onion and paprika. Pour mixture over pork belly and cover and marinate for 4 hours.
2. Preheat your oven to 325 degrees.
3. After your pork belly is marinated, remove from marinade and lay skin side down in a roasting pan and cover with marinade and 3 cups of chicken stock.
4. Cook in oven for one hour. Turn the pork belly to its other side and put back in the oven for another 90 minutes.
5. Remove your pork belly from the oven and let cool in the liquid, about another hour.
6. Preheat your oven to 400 degrees.
7. Remove half the liquid from the roasting pan and return the pork back to the oven for another 15 to 20 minutes or until your pork starts to caramelize on the top.
8. Remove from oven and thinly slice.

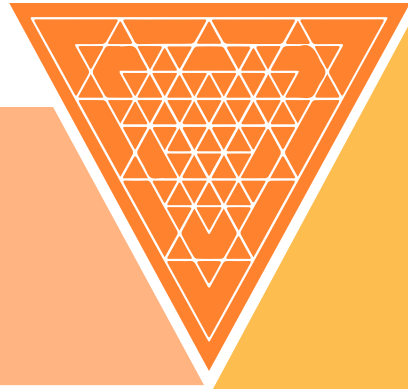


# RECIPE 5:

## WASABI RISOTTO

¼ LB, 2 TBSP UNSALTED BUTTER KEPT SEPARATE  
3 SHALLOTS, FINELY CHOPPED  
2 CUPS ARBORIO RICE  
1 CUP DRY WHITE WINE  
5 CUPS CHICKEN BROTH  
½ CUP WASABI POWDER  
2 TBSP UNSALTED BUTTER  
1 TSP KOSHER SALT  
½ TSP BLACK PEPPER  
RED PEPPER THREADS  
1 CUP SHREDDED PARMESAN CHEESE

1. Melt the ¼ butter in a large skillet over medium heat.
2. Add the chopped shallots, salt and pepper and cook while stirring occasionally, about 5 to 8 minutes.
3. Add the Arborio rice and mix with cooked shallots. Add the white wine and simmer until all the wine has absorbed.
4. Add 3 cups of broth and simmer, stirring occasionally about 8 to 10 minutes.
5. Add 1 cup of broth, ½ cup of wasabi powder and 2 tbsp of butter and let simmer, stirring only once. You may add remainder of broth if needed or if your rice is still not fully cooked.
6. Preheat oven to 400 degrees.
7. Line a sheet tray with parchment paper and spray with a non stick cooking spray.
8. Separate your 1 cup of parmesan cheese into 8 small piles and bake in the oven for 3 to 6 minutes or until cheese is melted.
9. Remove from oven and let cool. Garnish your risotto with parmesan chip and red pepper threads.





# RECIPE 6:

## WILD MUSHROOM BRUSCHETTA

1LB EXOTIC MUSHROOMS  
3 TBSP OLIVE OIL  
2 TBSP BALSAMIC VINEGAR  
1 TSP SUGAR  
1 TBSP THYME LEAVES  
SALT AND PEPPER  
HALF CLOVE OF GARLIC, MINCED

1. Heat oil in large fry pan/skillet over high heat.
2. Toss mushrooms and garlic into pan and sauté quickly, about a minute or two.
3. Add the balsamic and sprinkle sugar over, then stir for another 30 seconds or so to let the balsamic and sugar caramelize
4. Add thyme and season with salt and pepper.
5. Finish with a drizzle of olive oil over top and serve.

# RECIPE 7:

## CHIPOTLE TOMATILLO SAUCE

4 ANAHEIM CHILI PEPPERS  
1 LB FRESH TOMATILLOS, HUSKED  
1/3 CUP DICED YELLOW ONION  
1 TBSP CHIPOTLE IN ADOBO  
1 TBSP MINCED GARLIC  
1 TSP SALT

1. Cut peppers in half and remove insides. Heat a cast iron skillet and cook peppers on both sides until you get a nice char on the pepper, 5 to 8 minutes.
2. Remove peppers, dice and add to Blender.
3. Bring 8 cups of water to a boil in a medium sauce pan and add tomatillos. Let simmer for 8 to 10 minutes.
4. Remove tomatillos from water and add to the blender along with onions, green chilies, garlic, chipotle in adobo and salt. Blend until mixture is smooth.
5. Serve at room temperature.



# RECIPE 8:

## CUCUMBER MINT SORBET

1/3 CUP SUGAR  
1/3 CUP WATER  
½ CUP FRESH MINT LEAVES  
3 CUPS PEELED AND DICED CUCUMBER

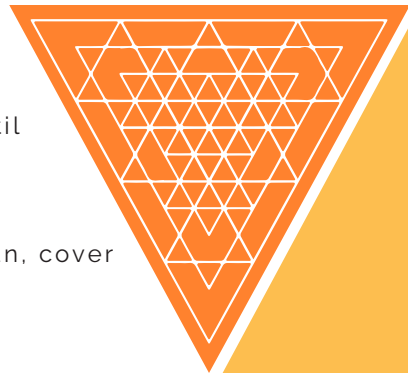
1. In a small saucepan heat the sugar, water and mint until all the sugar has dissolved and the mint has had time to infuse, about 10 minutes. Remove from heat and let completely cool. Remove mint from simple syrup.
2. Add cucumber and simple syrup to a food processor and pulse until well blended.
3. Place mixture into an ice cream maker and mix until mixture is smooth in texture.

# RECIPE 9:

## BAILEYS RICE KRISPIE BITES

3 TBSP UNSALTED BUTTER  
12 OUNCES OF MINIATURE MARSHMALLOWS  
1/3 CUP OF IRISH CREAM LIQUOR SUCH AS BAILEYS  
6 CUPS RICE KRISPIES CEREAL

1. Melt butter and marshmallows in a small sauce pan over low heat until completely combined.
2. Add in Irish Cream liquor and whisk all together.
3. Add cereal, mix well together then press mixture into a 3 inch half pan, cover and let rest until completely cool.
4. Cut into ¼ inch pieces.



# EVENT CONTRACT

**Event Specifics** ~ The following outline provides the specific details of your event. Please let your event specialist know if there are errors and changes to the information.

EVENT DETAILS	
Type of Event/Theme:	Dinner Reception
Date of Event:	Wednesday, December 2, 2015
Time of Reception:	6:00-9:00 pm
Arrival Time:	3:30 pm
Number of Guests:	10
Location:	The Bond 134 E King Street, York, PA 17401

CLIENT CONTACT AND BILLING INFORMATION	
Invoice Number:	E26734
Booking Contact Name:	John Cunningham
Booking Phone:	215-337-5547
Booking Cell:	856-981-8100
Booking Contact Email:	<a href="mailto:Jcunningham1@me.com">Jcunningham1@me.com</a>
Company Name:	Metro Bank
Billing Contact Name:	John Cunningham
Billing Address:	3801 Paxton Street
Billing City, State, Zip:	Harrisburg, PA 17111

Event Timeline			
Date	Time	Action	Location
TBD	TBD	Rental & Design Arrival	The Bond
12/02/2015	3:30 pm	Catering Crew Arrival	The Bond
12/02/2015	5:00 pm	Guests Picked Up from Metro Center	Metro Center
12/02/2015	6:00 pm	Guest Arrival at The Bond	The Bond
12/02/2015	6:00-7:00 pm	Cocktail Hour	The Bond
12/02/2015	6:55 pm	First Call to Dinner	The Bond
12/02/2015	7:00 pm	First Course – Salad & Bread	The Bond
12/02/2015	7:10 pm	Guests Seated	The Bond
12/02/2015	7:20 pm	Second Course	The Bond
12/02/2015	7:45 pm	Third Course	The Bond
12/02/2015	8:15 pm	Fourth Course	The Bond
12/02/2015	8:30 pm	Fifth Course	The Bond
12/02/2015	8:30-9:00 pm	Socializing Time	The Bond
12/02/2015	9:00 pm	Event Conclusion	The Bond
12/02/2015	10:00 pm	Guests Dropped off at Metro Center	Metro Center
12/02/2015	10:00 pm	Caterer Departure	The Bond
TBD	TBD	Rental Pick Up	The Bond

# EVENT CONTRACT

## **Event Theme and Color Scheme**

Metro Bank Marketing Celebration Event  
A Unique & Unforgettable Evening  
Color & Design – Geometric with Orange, Yellow, Teal, Red

## **Set up Arrangements**

### **Catering Prep Area**

(8) 6' Rectangular Tables - provided by TBD  
Equipment available for Caterers use - TBD

### **Gift Table**

Wooden Table Top – provided by [REDACTED]

### **Bar/Beverages**

(1) 6' Table Front Bar and (1) 6' Table Back Bar – provided by [REDACTED]  
Coordinating Linens and Appointments - provided by [REDACTED]

### **Hors D'oeuvre Station**

Geometric Design with Heightened Glass Elements – provided by [REDACTED]  
Coordinating Appointments - provided by [REDACTED]

### **Cocktail Tables**

(2) Cocktail Tables to have (4) Seats at Each  
(6) 30" Round Tables – provided by [REDACTED]  
(2) 120" Round Phoenix Linens - provided by [REDACTED]  
(2) 120" Round Geisha Linens - provided by [REDACTED]  
(2) 120" Round Paris Linens - provided by [REDACTED]  
(8) Silver Bucket Bar Stools – provided by [REDACTED]

## **Dinner Area Set Up Arrangements**

### **Fried Chicken Station**

(1) Galvanized Wooden Front Bar and (1) 6' Table – provided by [REDACTED]  
Coordinating Linens and Appointments – provided by [REDACTED]

### **Guests Seating Tables**

#### *Setup as (1) Long Seating Table*

(3) 60" Square Tables – provided by [REDACTED]  
(3) 130" Round Sand Dune Linens – provided by [REDACTED]  
(10) Teal Napkins – provided by [REDACTED]  
(10) Wooden Cross Back Chairs with Ivory Chair Pads – provided by [REDACTED]

# EVENT CONTRACT

## Menu Arrangements

### Welcome Tray Passed Beverages

#### **Metrotini Signature Drink**

Cranberry Pineapple Martini with Orange Peel

*Metro Guests will be greeted by their Signature Drink*

*Passed by Staff in Wooden Beverage Boards*

### Butlered Hors D'oeuvres

#### **Braised Pork Belly Taco**

Pear Salad, Vanilla Cider Sauce, Flour Tortilla

#### **Chicken and Waffle Cone**

Fried Chicken Bite, Waffle Pizzel Cone, Chili Butter, Maple Syrup

#### **Roasted Red Pepper Soup Shooter**

Diced Avocado, Feta Cheese, Cilantro

### Stationed Hors D'oeuvres

#### **Chef's Choice Local Cheeses (3 Types) from**

Clover Creek Cheese Cellar, Williamsburg, PA;

Misty Creek Dairy, Leola, PA;

Wakefield Dairy, Wakefield, PA, Or

Lancaster Farm Fresh Co-op

#### **Charcuterie**

Jamon Serrano, Chorizo Pamplona, Sweet Coppa

#### **Accoutrements**

Apple Butter, Bacon Onion Green Chile Marmalade,

Cranberry Mustard, Blood Orange Balsamic Reduction, Honey

Herbed Focaccia Crisps, Sliced Rosemary Olive Bread



# EVENT CONTRACT

## **5-Course Progressive Dinner**

*Metro Guests will enter through a Raised Garage Door to their Dinner Experience*

### ***First Course***

#### **Salad Box Wall**

Arugula, Frisee, Chopped Pancetta, Toasted Pine Nuts, Red Beet Chips  
Smoked Tomato Vinaigrette  
Assorted Fresh Artisan Breads Pails  
With Garlic Chili Oil and Whipped Herb Butter at their Seating Tables

### ***Second Course***

#### **Smoking Beef Dome**

Marinated Beef Tenderloin  
Balsamic Reduction, Wild Mushroom Bruschetta and Goat Cheese  
Wasabi Infused Risotto  
*Metro Guests to Experience the Smoking Sensation*

### ***Third Course***

#### **The Palette Cleanser**

Cucumber Mint Sorbet in a Frozen Cucumber Wrap

### ***Fourth Course***

#### **Chef Tendered Fried Chicken**

Honey Pepper Fried Chicken  
With Glazed Brussel Sprouts & Yukon Gold Swirl Mashed Potatoes  
Guests to choose from a duo of finishing sauces

### ***Fifth Course***

#### **The Chocolate Sphere**

A Chocolate Sphere with Baileys Infused Rice Krispy Cubes  
*Guests to Drizzle their Sphere with Warm Chocolate Caramel Glaze*

*\* Inspiration Photo*

## **Charge for the above listed Menu Arrangements**

(10) Adult Guests at \$      per Person = \$  
Prices are subject to 6% Pa state sales tax



# EVENT CONTRACT

## Bar & Beverage Arrangements

### Bartender Charges:

Please note: set up and break down take approximately 3 ½ hours total. Your specialist has factored this in to the total number of hours required of the bartender. All events involving the service of alcohol must have a bartender present. Please Note: There will be a charge of \$ per hour, per bartender, if the event goes over the scheduled end time.

Number of bartenders: (1) for (5.5) hours:

Total: \$

Mixer Packages: Each package includes all equipment necessary for the type of service requested as well as ice, cocktail napkins and liquor liability insurance.

**Option B- Beer and Wine Mixer Package:** \$ per person to include

Glassware: Highball and Wine

Sodas: Coke, Diet Coke, Sprite, Gingerale

Juices: Not applicable

Garnishes: Lemons and Limes

**Client to provide Beer and wine**

**Signature Drink – Yes**

Type – Metrotini

to provide Cranberry Juice, Pineapple Juice and Orange Peel Garnish

**Wine Service during Dinner Courses - Yes**

**If client plans on serving specialty drinks a recipe must be provided.  
Additional charges may apply for specialty mixers  
or garnishes not included in mixer packages.**

(10) Guests at \$ per Person - Total: \$

**-CLIENT IS RESPONSIBLE FOR TRANSPORTATION OF THEIR ALCOHOL TO THE VENUE-**



# EVENT CONTRACT

## **Professional Server/Labor Charges**

This charge includes [ ] Professional Servers to set up, tear down, and remain for the duration of your event. This charge also includes all in house labor needed to prepare and execute your event.

Your event will have:

- (1) Event Manager and (2) Servers in tuxedo pants, black shirt, bistro apron and tie
- (2) [ ] Chefs in Chef Attire

**Total Charge for Labor: \$**

Please Note: There will be a charge of \$ [ ] per hour, per staff, if the event goes over the scheduled end time.

## **Administration Charges**

This charge includes the in house event planning and general administrative time to execute the reception.

**Charge for Administration Fee: \$**





# EVENT CONTRACT

<b>Event Rental Charges:</b>			
<u>Qty</u>	<u>Item</u>	<u>Use</u>	<u>Price</u>
10	6' Tables	8 for Catering Prep Area 1 for Fried Chicken Service 1 for Back Bar	
1	Galvanized Bar Front	1 for Fried Chicken Service	
2	Wooden and Iron Rolling Carts	2 for Hors d'oeuvre Station	
6	30" Round Tables	6 for Cocktail Tables	
3	60" Square Tables	3 for Guest Seating	
2	120" Round Phoenix Linens	2 for Cocktail Tables	
2	120" Round Geisha Linens	2 for Cocktail Tables	
2	120" Round Paris Linens	2 for Cocktail Tables	
3	130" Round Sand Dune Linens	3 for Guest Seating	
10	Teal Napkins	10 for Guest Seating	
8	Silver Bucket Bar Stools	8 for Cocktail Tables	
10	Wooden Cross Back Chairs with Ivory Chair Pads	10 for Guest Seating	
	Trussing and TV Screen		
Delivery, Set up and Break Down Charges:			
<b>Total Charge for Event Rentals:</b>			<b>\$</b>

**Floral Design Charge**

This charge includes the design, install and breakdown charge for the guest seating table centerpiece design.

**Charge for Floral Design: \$**



# EVENT CONTRACT

<b>Event Cost Summary/Invoice # E26734</b>		<b>Draft # (2) – Wednesday, November 18, 2015</b>	
<b>Event Producer - [REDACTED]</b>			
<b>Item</b>	<b>Price per Unit</b>	<b>Total Cost</b>	<b>Initials And Date</b>
<b>Catering Service Cost:</b>	(10) MG Guests at \$ Per Person	\$	
Menu prices are based on a "Minimum Guarantee" (MG) number of guests. CLIENT agrees to pay for the MG. A decrease in guest count below the Minimum Guarantee may result in a cost per person increase.			
<b>Professional Server/Labor Charge:</b>		\$	
<b>Bartender Charges:</b>		\$	
<b>Bar Mixer Package Charges:</b>	(10) Guests at \$ Per Person	\$	
<b>[REDACTED] Event Rental Charges:</b>		\$	
<b>Administrative Charges:</b>		\$	
<b>Floral Design Charge:</b>		\$	
<b>Subtotal:</b>		\$	
<b>6% Sales Tax:</b>		\$	
<b>Total Cost including Sales Tax:</b>		\$	

## Deposit Count Schedule

**Initial Deposit- Due upon signing of the contract to hold your date.**

**Amount is based on the time frame between current date and the date of your event.**

If more than 3 months from the current date, a total of 50% of the total estimated cost is due

If more than 7 days and less than 3 months from the current date, a total of 75% of the total estimated cost is due. If less than 7 days from the current date, final payment is due.

**Initial Deposit Amount:** \$

**Final Guest Count- (if different from the MG) is required seven (7) business days before the event.**

Once your final count is received this number cannot be reduced. If you are booking an event with in the 7 day time frame your MG will be considered your final count. Last minute increases may be taken up to 72 hours prior to your event but may be subject to menu restrictions.

**Final Count Due Date:** 11/20/2015

**Final Payment- Due 72 hours prior to your event** \$1,823.69

**Balance Due:** \$7,294.76

## [REDACTED]-Standard Terms and Policies

Please read the following terms and policies carefully before signing the agreement.

Any proposed changes, including verbal agreements, to the below conditions must be modified as part of this page and signed by both parties to acknowledge acceptance.

# EVENT CONTRACT

Terms and Policies			Initials/ Date
<p><b><u>Deposits and Financial Terms</u></b>                      All deposits are non-refundable. An invoice will be sent following the event for your records. This invoice may include a balance for additional charges based on changes made by the client the day of the event, such as staff overtime. The charge for staff overtime is \$50.00, per staff per hour.</p>			
<p><b><u>Payment Terms-</u></b>                      At [REDACTED], we pride ourselves on providing our clients and their guests with the highest level of service and quality food at a fair price. [REDACTED] accepts payment in the form of cash, check or money order. [REDACTED] does not accept credit cards.</p>			
<p><b><u>Cancellations</u></b>                      In the event of cancellation, the client will be liable for any additional costs that have been incurred by [REDACTED], above and beyond the amount of monies received in the form of deposits, up to the point of the cancellation.</p>			
<p><b><u>Leftover Foods</u></b>                      Client has the option of keeping any leftover food items.</p>			
<p><b><u>Guests with Food Restrictions</u></b>                      If a client has a guest with special needs, the [REDACTED] Kitchen and Bakery staff will attempt to accommodate their needs. However, if a guest has severe allergies to certain and specific food ingredients [REDACTED] reserves the right to not provide special service to this guest.</p>			
<p><b><u>Alcoholic Beverages (if applicable)</u></b>                      Alcoholic beverages (mixed drinks, beer, wine, cordials) may be served under the terms and conditions consistent with the applicable laws of the State of Pennsylvania and policies specific to the facility and/or location of the event.                      All alcoholic beverages must be purchased and delivered to the event location by the client. All events that involve the service of alcohol must have a bartender present unless prior authorization is given by [REDACTED].</p>			
<p><b><u>Rental Items</u></b>                      [REDACTED] is responsible for payment of all rental bills secured by them on behalf of the client unless stated otherwise within this agreement. [REDACTED] reserves the right to charge additional fees for rental items that are damaged, including breakage and/or misuse, by the client or their guests.</p>			
<p><b><u>Contract Signatures</u></b>                      Upon acceptance, [REDACTED] henceforth must approve all requests and changes in writing. I understand the terms and policies and hereby agree to arrangements set forth in this proposal.</p>			
Client	Date	[REDACTED]	Date



# EVENT STAFF NOTES

## **METRO BANK** Event Details [REDACTED]

**Wednesday, December 2, 2015**

- Event – Dinner Reception
- Location – The Bond
  - 134 E King Street, York, PA 17401
- Contact – John Cunningham
  - 215-337-5547 OR 856-981-8100
- Time – 6:00-9:00pm
- Guest Count – 10
- Event Theme – Metro Bank Marketing Celebration Event
  - A Unique & Unforgettable Evening
  - Color & Design – Geometric with Orange, Yellow, Teal, Red
  - Metro Bank has been recently bought by First National Bank. Metro have been very loyal [REDACTED] clients since at least 2005...David has been become very close with some of their contacts from this time, so of which were invited to his wedding!
  - This will be their last event with us at Metro Bank – it is a very bittersweet time as many of them are taking new opportunities outside of First National
  - John Cunningham, Chief Marketing Officer for Metro, has decided to host this surprise final celebration for his core marketing team
  - He wants this to be a completely new and unique experience for this very special and creative group of professionals
    - They will be picked up by limo at their office in Harrisburg to begin their eventful evening
    - We need to make sure we are giving them a full unique and amazing experience from the moment they enter through the Bond doors until they are picked up by limo again
- Unloading Directions:
  - This event is taking place throughout the Bond on all levels – please unload through the back of the building
- [REDACTED] Rental Details
  - A rental crew will be setting up on Tuesday and will breakdown on Thursday
  - There are a number of outside rentals and purchases for this event – we will be bringing back the following items with the event crew (the rest of the rental items will be brought back with rental team):
    - Special O linens
    - New product – domes, wine glasses
    - All florals
- Reminders on Setup
  - When you arrive, the rentals will be setup as well as the majority of the design of the event – you will have to continue to add design elements to the station, as well as the china, flatware, etc.
  - Bill is providing the floral centerpiece design – he will be coming to install this
    - Please linen the seating tables as soon as you arrive for him
  - We will have assigned seating for the guest seating tables – this will be in the extra's folder

# EVENT STAFF NOTES

- Bars will be Beer & Wine
  - Signature Drink – Yes
    - Type – Metrotini
    - [redacted] to provide Cranberry Juice, Pineapple Juice and Orange Peel Garnish
  - Wine Service during Dinner Courses – Yes
  - Wine Options/Times
    - Cocktail Hour Bar Selection:
      - Pinot Grigio
      - Pinot Noir
      - (2) types of Beer
      - Signature Drink – Metrotini
    - Dinner/Wine Service Selection:
      - Pinot Grigio
      - Amarone (Red Wine), red top
      - Turley (Red Zinfandel), gold stars on bottle/top – VERY expensive
  - We will also be sending an extra rack of cosmo glasses in the case that guests would like another Metrotini
- This dinner is acting more of a “progressive” type rather than a full seated dinner – we want to continue to give them a unique experience throughout!
  - During cocktail hour as well as dinner, 3West will be performing/DJing
  - Welcome Beverage
  - [redacted] staff to welcome the Metro staff with their Metrotini Signature Drink
    - Passed by [redacted] Staff in Wooden Beverage Boards
    - At the entrance into the Bond
  - Cocktail Hour
    - There will be food station setup in the first lower area of the Bond
    - For the cocktail hour passed hors, we will do this in full sets – (2) staff will come out with 1 type of hors at a time in their correct passing trays/vessels
    - We do have slightly more than 1 per person, but not much so please only bring out (1) at a time for guests
  - First course – salad
    - They will go to the wall and pick off their salad box (it will be in an enclosed box)
    - Their breads/butters will be at the seating table for them
  - Second Course - Smoking Beef Dome, served
    - This will be presented on a piece of slate for each guest, along with a clear dome for guests to lift off and experience the smoking
  - Third Course - The Palette Cleanser, served
    - The sorbet will be served to each guest
  - Fourth Course - Chef Tendered Fried Chicken
    - Guests will be dismissed to visit the chef tendered station where they can add their finishing sauce of the luge
  - Fifth Course - The Chocolate Sphere, served
    - Guests are to add the finishing caramel and chocolate sauce atop their sphere to break the sphere from the pressure of the sauce

# EVENT STAFF NOTES

- We do NOT want to rush this dinner – please be sure to be presenting wine in between courses, filling water carafes, as well as offering to get drinks from the bar for them
  - We also want them to enjoy each course and each other
  - In between courses, we will also refresh all silverware and make sure their place area is cleared of crumbs – glassware and napkins can remain in between courses
- Towards the end of the dinner, John will present their final video as their final surprise
  - We will wheel out the TV screen to show this video that JPL has put together for them
- THANK YOU, Molly and David will be there throughout the event – please call with any questions!!

## Event Timeline

- 3:30 Catering Crew Arrival
- 5:00 Guests Picked Up from Metro Center
- 6:00 Guest Arrival at The Bond
- 6:00-7:00 Cocktail Hour
- 6:55 First Call to Dinner
- 7:00 First Course – Salad & Bread
- 7:10 Guests Seated
- 7:15 Gifts – Secret Santa Exchange
- 7:30 Second Course
- 7:50 Third Course
- 8:15 Fourth Course
- 8:30 Video Presentation
- 8:45 Fifth Course
- 8:45-9:00 Socializing Time
- 9:00 Event Conclusion
- 10:00 Caterer Departure

## Event Staff

- Matt W - Lead
- Mara D
- Esther K
- Bar - James K
- Culinary - Jay
- Culinary – Patai



# EVENT STAFF NOTES

## Set Up Arrangements

### **Catering Prep Area**

(8) 6' Rectangular Tables - provided by TBD  
Equipment available for Caterers use - TBD

### **Gift Table**

Wooden Table Top – provided by [REDACTED]

### **Bar/Beverages**

(1) 6' Table Front Bar and (1) 6' Table Back Bar – provided by [REDACTED]  
Coordinating Linens and Appointments - provided by [REDACTED]

### **Hors D'oeuvre Station**

Geometric Design with Heightened Glass Elements – provided by [REDACTED]  
Coordinating Appointments - provided by [REDACTED]

### **Cocktail Tables**

*(2) Cocktail Tables to have (4) Seats at Each*

- (6) 30" Round Tables – provided by [REDACTED]
- (2) 120" Round Phoenix Linens - provided by [REDACTED]
- (2) 120" Round Geisha Linens - provided by [REDACTED]
- (2) 120" Round Paris Linens - provided by [REDACTED]
- (8) Silver Bucket Bar Stools – provided by [REDACTED]

## Dinner Area Set Up Arrangements

### **Hanging Salad Display**

### **Fried Chicken Station**

(1) Galvanized Wooden Front Bar and (1) 6' Table – provided by [REDACTED]  
Coordinating Linens and Appointments – provided by [REDACTED]

### **Guests Seating Tables**

*Setup as (1) Long Seating Table*

- (3) 60" Square Tables – provided by [REDACTED]
- (3) 130" Round Sand Dune Linens – provided by [REDACTED]
- (10) Teal Napkins – provided by [REDACTED]
- (10) Wooden Cross Back Chairs with Ivory Chair Pads – provided by [REDACTED]




# EVENT STAFF NOTES

## Menu Arrangements

### Welcome Tray Passed Beverages

#### **Metrotini Signature Drink**

Cranberry Pineapple Martini with Orange Peel  
Metro Guests will be greeted by their Signature Drink  
Passed by  Staff in Wooden Beverage Boards

### Butlered Hors D'oeuvres

#### **Braised Pork Belly Taco**

Pear Salad, Vanilla Cider Sauce, Flour Tortilla

#### **Chicken and Waffle Cone**

Fried Chicken Bite, Waffle Pizzel Cone, Chili Butter, Maple Syrup

#### **Roasted Red Pepper Soup Shooter**

Diced Avocado, Feta Cheese, Cilantro

### Stationed Hors D'oeuvres

#### **Chef's Choice Local Cheeses (3 Types) from**

Monterey Blue & Beer Washed Tome - Misty Creek Dairy, Leola, PA  
Bouche Cheddar - Wakefield Dairy, Wakefield, PA

#### **Charcuterie**

Jamon Serrano, Chorizo Pamplona, Sweet Coppa

#### **Accoutrements**

Apple Butter, Bacon Onion Green Chile Marmalade,  
Cranberry Mustard, Blood Orange Balsamic Reduction, Honey  
Herbed Focaccia Crisps, Sliced Rosemary Olive Bread





# EVENT STAFF NOTES

## 5-Course Progressive Dinner

*Metro Guests will enter through a Raised Garage Door to their Dinner Experience*

### **First Course**

#### ***Salad Box Wall***

Arugula, Frisee, Chopped Pancetta, Toasted Pine Nuts, Red Beet Chips  
Smoked Tomato Vinaigrette

#### ***Assorted Fresh Artisan Breads Pails***

With Garlic Chili Oil and Whipped Herb Butter at their Seating Tables

### **Second Course**

#### ***Smoking Beef Dome***

Marinated Beef Tenderloin  
Balsamic Reduction, Wild Mushroom Bruschetta and Goat Cheese  
Wasabi Infused Risotto  
Metro Guests to Experience the Smoking Sensation

### **Third Course**

#### ***The Palette Cleanser***

Cucumber Mint Sorbet in a Frozen Cucumber Wrap

### **Fourth Course**

#### ***Chef Tendered Fried Chicken***

Honey Pepper Fried Chicken  
With Glazed Brussel Sprouts & Yukon Gold Swirl Mashed Potatoes  
Guests to choose from a duo of finishing sauces

### **Fifth Course**

#### ***The Chocolate Sphere***

A Chocolate Sphere with Baileys Infused Rice Krispy Cubes  
Guests to Drizzle their Sphere with Warm Chocolate Caramel Glaze



# EVENT LAYOUT

