



15555 SW Bangy Rd  
 Lake Oswego, OR 97035  
[www.celebratecateringpdx.com](http://www.celebratecateringpdx.com)  
[info@celebratecateringpdx.com](mailto:info@celebratecateringpdx.com)  
 503-603-4516

**PROPOSAL OF SERVICE**

Thursday, April 12th 2018  
 4:00 PM to 7:00 PM

Client Name	Jennifer Behunin	Proposal #	
Company Name	Wheelhouse 20/20	Account	
Street Address	9725 SW Beaverton-Hillsdale Hwy. Suite 100 Beaverton, OR 97005	Salesperson	Rhonda Johnson
Email	<a href="mailto:Jenb@wheelhouse2020.com">Jenb@wheelhouse2020.com</a>	Event Title	Jennifer Behunin
Phone Number	503-639-5917	Service Style	Bar & Apps
Venue		Occasion	
Room	Offsite	Guest Count	200

**TIMELINE: ESTIMATED - final Timeline to be finalized with client**

- 3:00pm - celebrate arrives to set up
- 4:00pm - event begins
- 7:00pm - event ends
- 8:00pm - celebrate cleaned up and leaves

**SET UP: To be confirmed by client**

- client providing all tables and chairs
- client providing 4 x 8' tables (or equivalent space) for buffet
- client providing tables for bar: 2 x 8' classroom one with risers and 1 x 8' banquet
- client to provide any linens needed

NOTE: tables and linens are available from celebrate if needed

**QUESTIONS/COMMENTS:**

- Do you want us to switch to a cash bar after drink tickets are used?
- 15 beverage urns of water is too much. I would recommend we take that down to around 9
- If you are really expecting 200 guests, we recommend that you increase the caprese platter and charcuterie board by one each.

Qty.		Price	Total
	<b>HORS D'OEUVRE</b>		
	<i>Passed vs. stationary will be defined as menu is finalized</i>		
15	Feta and Roasted Red Pepper Crostini \$28 per dozen <i>Thinly sliced baguette topped with roasted red pepper, cilantro and feta cheese</i>	\$28.00	\$420.00
15	Carmelized Leek and Goat Cheese Tarlet \$28 per dozen <i>Served in a phyllo cup</i>	\$28.00	\$420.00
15	Chicken Bite with Peanut Dipping Sauce \$28 per dozen <i>Bite sized marinated chicken, served with a freshly made peanut sauce</i>	\$28.00	\$420.00
15	Garlic Ginger Prawns \$34 per dozen <i>Cocktail prawns tossed in garlic ginger seasonings</i>	\$34.00	\$510.00
2	Hummus with Pita Bread \$95 per platter, Serves 30-40 <i>Made in house hummus served with grilled pita bread Add vegetables for an additional \$25</i>		
2	Caprese Platter \$110 per platter, Serves 30-40 <i>Fresh tomatoes, fresh mozzarella, basil and balsamic</i>	\$110.00	\$220.00
2	Charcuterie Board	\$175.00	\$350.00

\$175 per Board, Serves 30-40  
 An assortment of cheese, meat, vegetables, nuts, spreads, breads and crackers

**DESSERT OPTIONS**

15	Bar Bites - \$14 per dozen <i>May include assortment of lemon, raspberry or caramel brownie bites</i>	\$14.00	\$210.00
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Qty.		Price	Total
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**OFFSITE BAR**

**If celebrate Provides Alcohol**

*\$100 Bar Setup Fee Per Bar  
 Tables and linens available upon request for additional fee  
 Bartenders Included*

\$100.00

Hosted Wine and Beer Bar  
*Must guarantee \$300 minimum  
 Client providing 2 drink tickets per person*

Wine - *client requested: 1 red / 1 white wine* \$7.00

Beer - *client requested: 1 light /1 dark beer* \$5.00

**OFFSITE BEVERAGE**

*Quantities must be defined prior to event date*

2	Coffee - \$35 per beverage urn	\$35.00	\$70.00
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15	Lemon Infused Water Service - \$15 per Beverage Urn	\$15.00	\$225.00
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Qty.		Price	Total
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**MISCELLANEOUS**

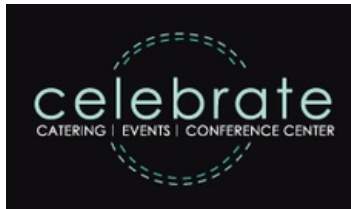
Delivery Fee - \$65 \$65.00

200	Disposables - Estimated for 200 guests \$240 <i>Plates, cups, utensils, napkins</i>		\$240.00
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**STAFF**

6	Wait Staff - \$30 per hour per staff 2 wait staff, 6 hours each	\$60.00	\$360.00
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	<b>Total</b>
Food	\$2,550.00
Beverage	\$295.00
Bar	\$100.00
Staff	\$360.00
Other	\$305.00
<b>Subtotal</b>	<b>\$3,610.00</b>
Service Fee <span style="float: right;">20.0%</span>	\$722.00
<b>Grand Total</b>	<b>\$4,332.00</b>
Deposit	-\$0.00
<b>Amount Due</b>	<b>\$4,332.00</b>



## Catering | Events | Conference Center

### Off-Site Contract

CLIENT:	Wheelhouse 20/20	Caterer:	CELEBRATE
Address:	9725 SW Beaverton-Hillsdale Hwy. Suite 100 Beaverton, OR 97005	Address:	15555 SW Bangy Rd., Lake Oswego, OR 97035
Contact:	Jennifer Behunin	Contact:	Rhonda Johnson
Phone:	503-639-5917	Phone:	503-603-4516
Date:	Thursday, April 12th 2018		<a href="mailto:rhondaj@celebratecateringpdx.com">rhondaj@celebratecateringpdx.com</a>

#### I. General Terms:

- a) This contract is for service supplied by Celebrate at the Venue listed above.
- b) Details of service provided by Celebrate are as defined in the Proposal.
- c) If the event is longer than the specified and agreed upon time length, Celebrate may charge client overtime labor fees at the rate of \$50 per hour or fraction thereof for each staff person required to stay.
- d) Celebrate reserves the right to make substitutions in the listed menu due to product supply. If we cannot obtain needed ingredients we will substitute a comparable item.
- e) Client agrees to inform Celebrate the confirmed the guaranteed number of guests at least (7) days prior to the event. If the number increases after less than the (7) days before the event, Celebrate will make every effort to accommodate the increase and may charge Client an additional fee.

#### II. Special Contract Notes

- a)

#### III. Service Charge

- a) A service charge of 20% will be applied to all products and services provided by CELEBRATE.

#### IV. Deposits and Payments

- a) Unless otherwise stated in the attached Proposal from CELEBRATE, the payment schedule shall be as follows:
  - To reserve the venue as specified in the Proposal, CLIENT must deliver a signed copy of this agreement to CELEBRATE along with a deposit of 50% of the proposed amount of the event.
  - The remaining balance will be invoiced after the event is over. It is due and payable in full within 30 days from the date of invoice.
  - Payment plans are available and may be used for larger events.
- b) Past due accounts are subject to a finance charge of 2% per month of the balance due starting one (1) month after the due date.
- c) Accounts more than 90 days past due will be sent to collections.

#### IV. Contract Cancellation

- a) If CLIENT fails to pay any payments when due prior to the date of the event, this contract may be canceled or rejected by CELEBRATE. CLIENT agrees that CELEBRATE shall not thereafter be obligated to provide any services.
- b) CLIENT agrees to provide one (1) month's written notice if it wishes to terminate this contract prior to the end date (as provided in Section 1 above).
- c) If the Client, for any reason, cancels this Agreement, Client agrees to the following:
  - Cancellations made more than 30 days prior to event forfeit 50% of the deposit.
  - Cancellations made within 7 days of the event forfeit all of deposit.

- Cancellations made less than 7 days of the event will be charged the full amount of proposed event.

## V. Hold Harmless

- a) Indemnification: CLIENT agrees to defend, indemnify and hold harmless CELEBRATE, as well as the Home Builders Association of Metro Portland (HBAMP), its officers, directors, agents and employees from and against all claims, losses, damages, suits and expenses, including reasonable attorneys' fees and costs, due to damage, theft, or loss of CLIENT'S property (including without limitation; equipment, plates, utensils, linens, and motor vehicles) while on the facility premises.
- b) Force Majeure: The parties' performance under this Agreement is subject to acts of God, war, government regulation, threats or acts of terrorism or similar acts, disease, or any other cause beyond the parties' control, which would tend to make it inadvisable, illegal or impossible for such party or its members to perform their obligations under the Agreement.
- c) Legal: In the event attorney's fees or other cost are incurred to secure performance of any of the obligations herein provided for, to obtain damages for breach thereof, or to obtain any other appropriate relief, whether by way of prosecution or defense, the prevailing party shall be entitled to recover from the losing party reasonable attorney's fees and costs herein, oral or otherwise, shall be deemed to exist or to bind either of the parties hereto.

## VI. Inclement Weather

- a) Inclement weather conditions constitute any conditions which create unsafe or hazardous driving conditions. These conditions may include, but are not limited to; snow, ice, flooding and road closures. Indicators of these unsafe conditions might include, but are not limited to; community closures, weather alerts, news warnings and public safety alerts. In snow and ice conditions roads or parking lots that have not been plowed will be considered as unsafe driving conditions.
- b) During times of inclement weather, it is necessary for CELEBRATE to assess the safety of our staff and guests, while giving the utmost consideration to hosting our CLIENT'S event. When CELEBRATE determines weather conditions to be unsafe, *using the indicators stated in Inclement Weather section a)*, CELEBRATE will:
  - Make every attempt to contact our CLIENT and inform them as soon as the decision is made to close the facility.
  - Work with CLIENT to reschedule their event.
  - Save all possible food and supplies.
- c) CLIENT agrees to:
  - Pay for all unrecoverable costs. Unrecoverable costs might include, but are not limited to; food which cannot be saved, supplies which cannot be resold and any associated staff labor.
  - Reschedule the event within 7 days of the initial date. Rescheduled event is to take place within 30 days of the original date. If the event is not rescheduled, CLIENT will pay the entire balance owed on the initial proposal.

## **Client Signature**

No signature on file

## **Celebrate Signature**

No signature on file