



Sandy James Productions

700 Florida Mango Road

West Palm Beach, Florida 33406

561.366.0012

SandyJames.Net

Mateo Gallego

mateo@sandyjames.net

Town of Juno Beach - Counsel & Staff Holiday Party

Event to be held on Thursday, December 14, 2023

6:00pm - 9:00pm

For 60 Guests

Town of Juno Beach

340 Ocean Drive

Juno Beach, FL 33408

Event to be held at Loggerhead Marine Life Center

14200 US Hwy 1

Juno Beach, FL, 33408

Copeland, Caitlin

ccopeland@juno-beach.fl.us

(561) 656 -0316

Food/Service Items	Food/Service Items	Price	Qty	Total
<p>Full Open Premium Bar 3 Hour Duration Premium Spirits, Champagne, Red & White Wine Imported & Domestic Beer S. Pellegrino Sparkling Water & Evian Water, Juices (Natalie's Orange Juice, Cranberry, Pineapple & Grapefruit) & Assorted Soft Drinks (Coke, Diet Coke, Ginger Ale, Sprite, Club Soda and Tonic Water) Cocktail Napkins, Ice, Ice Buckets and Bar Fruit (Lemons, Limes, Oranges, Olives & Onions)</p>	36.00			
<p>Beer and Wine Bar 3 Hour Duration Imported Beers & Domestic Beers Red & White Wine S. Pellegrino Sparkling Water & Evian Water, & Assorted Soft Drinks (Coke, Diet Coke, Ginger Ale, Sprite) Cocktail Napkins, Ice, Ice Buckets and Bar Fruit (Lemons, Limes)</p>	28.00	60	1,680.00	
STATIONARY HORS D'OEUVRES				
<p>Imported Artisan Cheese Platter Assorted Imported Artisan Cheeses, Olives, Seasonal Berries, Red Grape Clusters & Table Crackers</p>	15.99			
<p>Iced Jumbo Shrimp Chilled Jumbo, Black Tiger Shrimp Spicy Cocktail Sauce & Lemon Wedges (3 Per Person)</p>	9.99			
<p>Sushi Boat Station Assorted Sushi Rolls</p>	12.99			

**Pickled Ginger
Wasabi & Soy Sauce
(3 per person)**

Angus Beef Tenderloin Sandwiches 7.99
**Sliced Tenderloin, Fresh Arugula & Horseradish Cream
Artisan Rolls**

Individual Vegetable Crudités 4.99
**Vegetable Crudités with Classic Hummus
Served in Individual Cups**

Colorful Charcuterie Display 18.99
**Assorted Imported Artisan Cheeses,
Olives, Sliced Fruit, Red Grape Clusters & Italian Meats
Table Crackers**

Chef Attended Pasta Station	24.00	60	1,440.00
Penne, Linguini & Tortellini Pastas			
Roasted Garlic Olive Oil, Marinara, Alfredo Sauces			
Chorizo & Sweet Sausage, Grilled Chicken, Roasted Vegetables			
Pecorino Romano Cheese			
Warm Bread Sticks			

Assorted Mini Desserts	12.00	60	720.00
Chefs Choice			
Fruit Tarts, Chocolate Bombs, Assorted Mousse Shots			

STAFFING

**Includes Set -up and Break -down
(Staff arrives 2 Hours Prior to Event Start Time)**

Event Captain Estimate	270.00	1	270.00
Wait Staff Estimate	240.00	3	720.00
Bar Staff Estimate	240.00	1	240.00
Culinary Staff	270.00	3	810.00
(Cook out of kitchen SJ to provide Oven)			

RENTALESTIMATE - SUPPLIER TO BE DETERMINED

120" Round White Linen	22.00	12	264.00
5-high tops 7 -60 inch rounds for seating			
All Purpose Large Wine Glasses	1.35	100	135.00
(16 per crate)			
Vogue Dinner Fork	0.65	70	45.50
Vogue Dinner Knife	0.75	70	52.50
Dinner Plate	0.95	70	66.50
90x132 White Linen	19.00	4	76.00
Dinner Napkins	0.95	70	66.50
Delivery	250.00	1	250.00
Damagewaiver	130.00	1	130.00

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	2,160.00	0.00	1,680.00	1,086.00	2,040.00	0.00	0.00	6,966.00
Production Fee	367.20	0.00	285.60	184.62	346.80	0.00	0.00	1,184.22
Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	2,527.20	0.00	1,965.60	1,270.62	2,386.80	0.00	0.00	8,150.22

SUMMARY OF CHARGES

Total Order Value: 8,150.22

If you would like to hold this date on our calendar, please pay a deposit of \$0.00 by NA. A final guest count needs to be provided 72 hours before your event.

You may pay for your deposit and event by:

1) Check addressed to:

**Sandy James Productions, INC.
700 Florida Mango Rd.
West Palm Beach, FL 33406**

2) Secure credit card payment link, please request this from your coordinator

3) Or by filling out the following form for credit card authorization:

CC#

Exp Date:

Security Code:

Name on Card:

Billing Address:

I, _____ authorize Sandy James Productions to charge

The above card in the amount of _____. Additional approval must be given for charges over this amount.

Signature: _____

Indemnification

Each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the gross negligence or intentional misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

Gratuity

If you are satisfied with the level of quality and service from our staff, you may show them appreciation in the form of a gratuity payable to Sandy James Productions on the day of the event with cash, check or credit card. We distribute the gratuity to our staff so everyone receives an equitable amount.

Facility Fees

You may be required to pay a facility fee and/or a food & beverage surcharge by the location you have chosen.

Menu Price

Pricing is subject to change based on fair market value. Should unforeseen circumstances create product scarcity which results in major price fluctuation; Sandy James reserves the right to adjust the charges and/or menu items accordingly.

Production Fees (Listed as Service Charge in Billing Breakdown)

Production fee covers overall operational expenses such as general liability insurance, workers compensation, licenses, administration, maintenance and payroll taxes.

Alcohol Consumption

SandyJames Productions will not permit the consumption of alcohol beverages by any person under the age of 21 years. For events having guests under the age of 21 it is the responsibility of the client to properly chaperon those minors, and to ensure that they do not obtain alcohol by any means.

Tax Exemption

If your organization is tax exempt, a copy of your Florida State tax exemption certificate must be provided to SandyJames Productions prior to the event.

Staffing Charges

The proposed charges listed are an estimate based on the scheduled event time. Final charges will reflect the 5 hour minimum or actual number of hours worked; which ever is higher. Should the scheduled event time be affected by a change to the agenda, early or late arrival of your guests or an extension of the end time; overtime charges will be assessed.

Costs

All costs, expenses, and expenditures including, without limitation, the complete legal costs incurred by enforcing this agreement will be added to the principal then outstanding and will immediately be paid by the client to SandyJames Productions.

Cancellation Policy

Client understands that upon entering this service contract, Caterer and/or Event Planner is committing time and resources to this event and thus cancellation would result in lost income and lost business opportunities in an amount difficult to precisely calculate. Therefore, the following cancellation limitations will apply.

Third party referral partners are subject to Third party referral partner contract agreements and are not subject to the following policies.

Catering Cancellation Policy

This policy is valid for online, email and phone catering orders. An event and/or order may be cancelled with no charges up to thirty (30) full business days prior to the event. Cancellation of services made less than fifteen (15) full business days prior to the event will be charged 50% of the contract. Cancellation of services made less than five (5) full business day of the event will be charged 100% of the contract.

FORCE MAJEURE

The performance of this Agreement by either party, in part or in full, is subject to events or occurrences beyond their control such as, but not limited to, the following: Acts of God, war, threat of war, disasters, earthquakes, hurricanes, strikes or threat of strikes, acts of or threats of terrorist (including increase in color-coded threat levels from the time contract is signed), acts of foreign

enemies, curtailment of transportation services or facilities that prevents or delays 25% of meeting attendees from attending, disease outbreak with specific warnings by the World Health Organization, US State Department, Centers for Disease Control or Department of Homeland Security advising against travel to the host destination or intervening cause beyond the control of either party making it illegal, impossible or commercially impracticable to hold the meeting, or which materially impairs the ability of Group to perform under this Agreement. It is provided that this Agreement may be terminated without liability for any one or more of the above reasons by written notice from one party to the other, in which case all deposits any prepayments promptly will be returned to Group.

I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign.

COVID-19 ADDENDUM TO EVENT

The Client, as signator to that certain Invoice and Proposal dated _____, pertaining to Event No. _____, by executing this Addendum hereby understands and agrees as follows:

1. That the Client assumes all risks pertaining to pandemics, sickness, or illness related to Covid-19 (a/k/a the Corona virus) which may be contracted by the Client and/or guests at the event and by executing this Agreement confirms his/her willingness to assume such risks.
2. The Client further indemnifies holds the SandyJames Fine Food & Productions, Inc., its officers, employees, agents, independent contracts, and assigns harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the Client and/or any guest of the Client incurring sickness or illness related to the Covid-19 (a/k/a the Corona virus), including attorneys' fees and costs (up through and including appeal).
3. The Client understands and agrees that it is the responsibility of the Client and/or guests of the Client to comply will all government regulations relating to his/her own protection from pandemics, sickness or illness, including but not limited, those regulations pertaining to the Covid-19 (a/k/a the Corona Virus) pandemic.
4. The Client specifically understands and agrees that SandyJames Fine Food & Productions, Inc. is not responsible for ensure that the Client and/or guests of the Client comply with governmental regulations and/or the mandate that each shall wear a protective face covering.

BY EXECUTING this instrument, the Client confirms the Client's understanding and agreement to comply with the foregoing and the Client's intention to be bound by the same.

Client: _____

Date: _____

Sales Rep: Mateo Gallego
8/21/2023

Date:

Thank you for considering us for catering your upcoming function. Please let us know if you have any questions concerning any of the items on this proposal.