



MENU

Exhibitor Catering





A warm Houston

WELCOME

WELCOME to the George R. Brown Convention Center in Houston, Texas. Our team of talented professionals looks to create a unique and authentic food experience for you and your guests.

Our menu provides a starting point in planning your event. We understand that all of our guests are unique and we will work with your group to create a customized food experience that shows your guests what Houston's

vibrant food scene is all about without leaving the convention center.

We truly look forward to serving you and your guests.

SIGNATURE "HOUSTON" BREAKFAST EXPERIENCE

Our signature spread of breakfast tacos to baked goods we serve up all the breakfast basics that we're proud to share with our guests

Enhance your breakfast experience with an array of toasty breakfast sandwiches and premium pastries.

HOT BREAKFAST ITEMS

Served for a minimum of 25 guests

Buttermilk Biscuit Sandwich

Choice of Sausage or Bacon with Egg & Cheese *8.00 each*

Breakfast Taco with Salsa

Choice of Bacon, Sausage or Potato with Egg & Cheese *8.00 each*

BAKERIES

Price per dozen; minimum of 1 dozen required

Assorted Danish *54.00/dozen*

Assorted Muffins *54.00/dozen*

Assorted Breakfast Pastries *54.00/dozen*

DELIVERY/RENTAL FEES

Delivery/Refresh Fee

Per Trip or Request *25.00 each*

STAFFING

Booth attendants, wait staff and bartenders are available. *Staff is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour.*

ALL DAY BREAKS

Savory, sweet, and everything in between -- craft the perfect snack break with a completely customized menu built around the array of items below.

A LA CARTE

Includes disposable plates, napkins, and cutlery if required

Assorted Whole Fruit **40.00/dozen**

Assorted Granola Bars **33.00/dozen**

King Size Candy Bars **48.00/dozen**

Individual Bags of Chips **43.00/dozen**

Assorted Bags of Snacks **45.00/dozen**

Artisanal Bavarian Pretzels **8.00/each**

- Salted Traditional (Dips: Creole Mustard, White Chile con Queso, Spicy Tomato and Bacon Jam, or Sun Dried Tomato and White Truffle Aioli)
- Sweet Coated (Dips: Cream Cheese - Vanilla Bean, Chocolate Fudge or Salted Bourbon Caramel)

Hummus Trio **10.00/pp**

Traditional, roasted bell pepper and Kalamata olives. Served with crispy carrots, celery, crackers and bagel chips.

Garden Fresh Crudité's of Vegetables **9.00/pp**

Traditional, roasted bell pepper and Kalamata olives. Served with crispy carrots, celery, crackers and bagel chips.

Local Cheese Display **14.00/pp**

Chef's selections of local cheeses and local honey, fresh berries, dried fruit garnish, breads and crackers.

Sliced Fruit Platter **8.00/pp**

Assorted Cookies (Oatmeal Raisin, Chocolate Chunk, Chocolate Chip with Pretzel & Butterscotch, Tamarind Ginger Snap) **51.00/dozen**

Cupcakes (Chocolate Devil's Food Cake with Vanilla Coffee Porter Frosting, Red Velvet with Margarita Cream Cheese Frosting, Vanilla Bean with Cajeta Caramel Frosting) **54.00/dozen**

Fudge Brownies **48.00/dozen**

BITES

50 piece minimum; includes disposable plates, napkins and cutlery, if required

Tandori Chicken Satay with Mango Salsa **8.00 each**

Chicken Quesadilla with Avocado Crema **7.50 each**

Beef Satay with Thai Peanut Sauce **9.00 each**

Texas Brisket Slider **8.50 each**

Pulled Pork Biscuit **8.00 each**

Pork Potsticker with Soy and Sweet Chili **7.50 each**

Crab Cake with Lemon Aioli **9.50 each**

Seared Sesame Tuna Wonton with Seaweed Salad and Wasabi Cream **8.50 each**

Vegetable Spring Roll with Sweet Soy **7.50 each**

Brien En Crouete with Raspberry **7.50 each**

BY THE POUND

Minimum of 3 pounds required

One pound serves approximately 12 people

Potato Chips & Choice of Dip (Caramelized Onion Dip, Poblano Ranch Dip, Bleu Cheese Dip) **46.00/per lb**

Tortilla Chips with Salsa Verde & Roja **50.00/per lb**

Trail Mix **22.00/lb**

Mini Pretzels **18.00/lb**

Goldfish Crackers **18.00/lb**

Mixed Nuts **28.00/lb**

DELIVERY/RENTAL FEES

Delivery/Refresh Fee
Per Trip or Request **25.00 each**

STAFFING

Booth attendants, wait staff and bartenders are available. *Staff is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour.*

LUNCH

Choose from a lineup of chef favorites to build creative lunches featuring mouthwatering gourmet sandwiches, crisp farm-fresh salads, crunchy sides and sweet treats.

BOXED LUNCHES

Pick a sandwich or salad
Includes chips, whole fruit, cookie, condiments

GOURMET SANDWICHES

Woodlands Turkey with a cranberry chutney and sweet onion jam

Grilled Chicken with braised spinach, roasted tomato and avocado aioli on ciabatta

Roast Beef with Gruyere and Horseradish Cream on onion roll

Smoked Ham with Swiss and mustard butter on a pretzel bun

Pesto Vegetable Salad with spinach & provolone

ZLT Flatbread with zucchini, sundried tomato pesto and pepperjack cheese

Fajita Wrap with grilled pineapple and cumin marinated chicken, grilled peppers, onions, spicy aioli and chihuahua cheese on a sundried tomato wrap

29.00

FARMER SALADS

Caesar Chopped romaine, shaved Parmesan cheese, garlic croutons, marinated tomatoes, Kalamata olives, and roasted red peppers with a Chipotle Caesar dressing

Vegetable Chop Iceberg wedge, diced vegetable assortment that includes carrots, zucchini, squash, Portobello mushrooms, peppers and red onions with a Chimichurri ranch dressing

Bistro Style Mixed baby field greens, Quinoa, marinated tomatoes, roasted Cipollini onions, carrot curls, dried cranberries, goat cheese, and candied pecans with a champagne citrus dressing

Deluxe Garden Mixed baby field greens, marinated baby heirloom tomatoes, roasted olive medley, diced cucumbers, roasted bell peppers, grilled artichokes, shredded carrots, shaved red onions, and garlic croutons with an aged balsamic dressing

24.00

Add a protein to any Farmer Salad
Chimichurri Garlic Shrimp +7.00
Garlic Herb Grilled Chicken Breast +5.00

DISPLAY TRAY

Minimum 25, includes disposable plates, napkins and cutlery

Deli Platter **20.00/pp**

Includes Assorted Deli Meats & Cheeses, Assorted Sliced Breads & Rolls with Potato Salad, Lettuce, Tomatoes, Onions, Pickles, Condiments and Assorted Cookies

Assorted Mini Sandwiches **6.00 each**

Includes Turkey & Provolone, Ham & Swiss, Roast Beef & Cheddar on Mini Roll, and Condiments

ADD A DRINK

ASSORTED SOFT DRINKS (12 OZ.)

Coke, Diet Coke, Sprite, Coke Zero
3.50 each

BOTTLED WATER (10OZ.)

Dasani
3.50 each

DELIVERY/RENTAL FEES

Delivery/Refresh Fee
Per Trip or Request **25.00 each**

STAFFING

Booth attendants, wait staff and bartenders are available. *Staff is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour.*

COFFEE BAR & POPCORN

Drive attendees to your booth with the smells of fresh brewed coffee and popcorn.

CAPP EXPRESS IN BOOTH BARISTA

Cappuccino Express Premium Coffee Drinks
1385.00/day

250 (8oz) cup minimum per day, no carry over to following days. Includes espresso, cappuccino, lattes and Americano

Additional Cups *5.50/each*

Add Optional Flavors: Mocha, Hazelnut & Vanilla *150.00/day*

One-time set up fee *\$180.00*

Attendant required: staff is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour.

Cart or Tabletop models available. Dimensions and electrical requirements available.

FRESH POPPED POPCORN

Tabletop Popcorn Machine Rental (Dimensions and electrical requirements available) Levy attendant required and is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour. *250.00/day*

Popcorn Packs (Serves 10)
Includes: Paper Bags, Corn Kernels, Butter & Salt *10.00 each*

DELIVERY/RENTAL FEES

Delivery/Refresh Fee
Per Trip or Request *25.00 each*

STAFFING

Booth attendants, wait staff and bartenders are available. *Staff is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour.*

NON-ALCOHOLIC BEVERAGES

Customize your event with the right beverage services based on your group from the options below.

KEURIG COFFEE MACHINE RENTAL

(Limited Quantities Available) Includes: 1 gallon jug of water, creamers, sugar/sweetener, stirrers, napkins & disposable cups. Client to Supply: 120v15 amp – please contact SmartCity at 713-853-8900
150.00/day

ASSORTED COFFEE K-CUPS

4.50/each

ASSORTED TEA K-CUPS

4.50/each

1 GAL WATER JUG & CUPS

(Keurig Machine ONLY)
8.00/each

WATER COOLER RENTAL

Client to supply: 120v15 amp – please contact SmartCity at 713-853-8900
100.00/day

5 GAL WATER JUG & CUPS

45.00/each

FRESH BREWED COFFEE

65.00/gallon

ASSORTED HOT TEA

65.00/gallon

FRUIT INFUSED WATERS

1 flavor per gallon

- Strawberry Jalapeno
- Cucumber Lemon
- Minted Watermelon

60.00/gallon

SWEET ICED TEA

59.00/gallon

LEMONADE

59.00/gallon

ASSORTED SOFT DRINKS

Coke, Diet Coke, Sprite, Coke Zero
84.00 per case, per selection (24 per case)

BOTTLED WATER

Dasani *84.00 per case, (24 per case)*

MINUTE MAID ASSORTED FRUIT JUICES

Apple, Orange and Cranberry
84.00 per case, per selection (24 per case)

LOGO BOTTLED WATER BUY-OUT FEE

Please contact your Sales Manager for pricing and approval *Price Varies*

20lb BAG OF ICE

20.00/each

DELIVERY/RENTAL FEES

Delivery/Refresh Fee
Per Trip or Request *25.00 each*

STAFFING

Booth attendants, wait staff and bartenders are available. *Staff is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour.*

ALCOHOLIC BEVERAGES

Customize your event with the right beverage services based on your group from the options below.

BARTENDER

Alcohol MUST be served by a Levy TABC Certified Bartender
Four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour.

BEER**

Domestic: Bud Light
Import/Craft: Dos XX, Shiner Bock, 8th Wonder Hopston, St. Arnolds Amber, and Karbach Love Street.

Domestic *144.00 per case, per selection (24 per case)*

Import/Craft *168.00 per case, per selection (24 per case)*

KEGS**

Cannot be cancelled once ordered. Not charged on consumption.

Domestic *475.00*
 Import/Craft *675.00*

WINE BY THE BOTTLE**

Foot Print Chardonnay or Cabernet Sauvignon *28.00/bottle*
 House Sparkling Wine *30.00/bottle*

FULL SERVICE BAR & SPECIALTY COCKTAILS

**Minimum of 50 drinks; on consumption served in biodegradable/disposable cups (No Glass Permitted in Exhibit Halls)*

***Bar Front Not Included- Additional \$150 Rental Fee Will Apply If Requested*

PREMIUM COCKTAILS**

Featuring Svedka, Bombay, Bacardi Superior, Agavales Blanco, Jameson, Jim Beam, Dewars
7.00 each

DELUXE COCKTAILS**

Featuring Tito's Vodka, Bombay Sapphire, Bacardi Superior, Agavales Reposado, Jameson, Maker's Mark, Dewar's 12, Crown Royal Rye
8.00 each

MIMOSAS**

Fresh Orange Juice & House Champagne
8.00 each

TEXAS TEA**

Lemonade & Deep Eddie's Sweet Tea Vodka with Sugared Rim *8.00 each*

DELIVERY/RENTAL FEES

Delivery/Refresh Fee
 Per Trip or Request *25.00 each*

STAFFING

Booth attendants, wait staff and bartenders are available. *Staff is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour.*

** Alcohol Policy

- All alcohol sales and consumption at the George R. Brown Convention Center are regulated by the Texas Alcoholic Beverage Commission (TABC) and Levy is responsible for the administration of their rules and regulations.
- Alcohol cannot be transferred for use the following day(s) without a starting alcohol inventory or pre-purchase of a Levy TABC Bartender.
- Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for give away/promotions.
- Exhibitors and attendees are prohibited from removing alcohol from the premises at the George R. Brown Convention Center.

Minimum Purchase Requirements

- 1 case minimum purchase for each type of beer
- 1 bottle minimum purchase for each type of wine
- 50 drink minimum purchase for each cocktail selection

THE LEVY DIFFERENCE: THOUSAND DETAIL DINING

We believe that every occasion should be extraordinary. It's all about the food, and the thousands of details that surround it. Your dedicated Catering Sales Manager will partner with you to shape an experience that stands out. Together, we look forward to delivering The Levy Difference.

EXCLUSIVITY

Levy Restaurants is proud to be the exclusive provider of all food and beverage services at the George R. Brown Convention Center. As "a family of passionate restaurateurs," we seek to exceed your guests' expectations by delighting them with delicious food, creatively presented by friendly, helpful staff in a fun-filled atmosphere. We also strive to exceed your expectations by making the event planning process simple, easy, and worry free for you.

Because we live the restaurant business every day, we are able to advise you on the most popular menu items and the most effective methods to ensure your guests fondly remember your event long after they have departed. To follow are some general guidelines to get you started on your event planning process.

PRICING AND GUARANTEES

Prices quoted in the menu do not include the 21% service charge or 8.25% sales tax, unless otherwise noted. Prices are subject to change without notice. Guaranteed prices will be confirmed (60) days prior to the event. A guaranteed number of guests/quantities of food is required (7) business days prior to the event date. (A business day is defined as Monday through Friday. Holidays and Weekends are excluded from receiving guarantees.) This guarantee must be submitted by noon. If the guarantee is not received, Levy Restaurants reserves the right to charge for the number of guests/quantities specified on the contracted event order. Guarantees increased less than (7) full business days prior to an event will be subject to a minimum 10% surcharge on the price for each additional guest or increase. Any on-site increases will be subject to a 25% surcharge. Cancellations and reductions of guarantee are subject to full charges. Attendance higher than the guarantee will be charged the actual event attendance. Should attendance exceed the number specified in the final guarantee, Levy Restaurants will neither be responsible nor liable for serving these additional numbers, but will do so on a first come, first served basis as able. Client agrees that there will be no reduction in the Event Price if fewer than the guaranteed guests attend the event.

SERVICE STAFF

Each Levy staff member is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour. Booth catering is a drop service. If staff is requested in the booth, staff is charged.

CATERING CONTRACTS

A signed copy of the contract outlining all catering services must be returned to your Catering Sales Manager prior to the event before services will be confirmed or performed. The signed contract, terms, addendums and specified function sheets, constitute the entire agreement between Client and Levy Restaurants. Your Catering Sales Manager will outline the payment and contract process.

CANCELLATIONS

Any event cancelled within (7) business days prior to the event will incur 100% of the estimated charges. Please note, for specialty menus or items, a longer window of cancellation may be necessary.

OUTSIDE FOOD AND BEVERAGE

No food or beverages of any kind may be brought into or removed from the location by either Client or Client's guests without our prior written approval. Your Catering Manager will instruct you if additional fees may be incurred.

BEVERAGE SERVICES

We offer a complete selection of beverages to compliment your event. Please note that alcoholic beverage services are regulated by the Texas Alcohol and Beverage Commission (TABC). Levy Restaurants, as licensee, is responsible for the administration of these regulations: NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISES FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES. Levy Restaurants must supply all beer, wine and liquor and must be served by a Levy employed TABC Certified Bartender. Staff is charged \$225.00 per four-hour shift with each additional hour \$30 per hour.

PAYMENT

We will not deliver service without receipt of a 100% payment. Payment must be made and approved (7) business days prior to start of event.

George R. Brown Convention Center
Exhibitor Catering Order Form & Service Contract



Levy Convention Centers is the exclusive caterer for the George R. Brown Convention Center. Absolutely no food or beverage is allowed into the GRBCC without prior written approval from an Levy Representative. **THIS INCLUDES BOTTLED WATER.**

- All prices are subject to a (++) charge, which represents a 21% Administrative Fee, Texas State Sales Tax 8.25% and Texas MB Tax (alcohol) 8.25% (as applicable).
- Food and beverages are provided on compostable disposable ware.
- Exhibitor catering is not charged on consumption. Menu items and prices are subject to change without notice.
- **FOOD PREP:** Levy can provide professional staff to assist you with food preparation. Applicable charges will apply. To arrange for assistance, please contact your sales manager listed at the bottom of the second page.
- **INSURANCE:** Any company serving samples (food or beverage) must submit an insurance certificate of liability with coverage of \$1,000,000 per occurrence naming George R. Brown Convention Center, and Levy as additional insured. Be sure to check the [complete insurance requirements](#).
- **DELIVERY FEE:** A \$25.00+ Delivery/Refresh Fee will apply for each food and beverage delivery.
LEVY DOES NOT supply table and chair equipment, trash removal, or electricity for your booth. You MUST order through your service contractor.
- **ELECTRICAL:** Please contact Smart City at 713.853.8900
- **BOOTH CLEANING & TRASH REMOVAL:** Please contact Exhibitor Services at 713.853.8907

FOOD AND BEVERAGE SAMPLING

- **The food manufacturer's sampling form must be submitted no less than 21 days prior to the show to your sales manager for approval. We will coordinate details and requirements with you following approval.**
- Open flame devices such as sternos, candles, solid alcohol fueled, or other solid fueled type device, are **allowed** for the cooking and hot-holding of food. Each booth using warming/cooking equipment must have at least one 3A40BC fire extinguisher with current inspection date and tag in the booth. Booths exceeding 20' in any dimension must have a minimum of two 3A40BC fire extinguishers with current inspection date and tag in the booth.

FOOD SAMPLING

- Items dispensed are limited to products manufactured by the exhibiting company
- **Any product that is not manufactured by the exhibiting company must be purchased from Levy if you wish to have it available for sampling by attendees. Contact your sales manager to discuss buyout opportunities or Levy purchases.**
- Food items are limited to 'bite size' (1 oz. or less).
- Beverage items may be dispensed in containers holding not more than 2 oz.
- Food and/or beverage items used as traffic promoters (e.g., coffee, popcorn, sodas, bottled water [with or without logo], ice cream, etc.) not manufactured by the exhibiting company **MUST** be purchased from Levy.
- The City of Houston requires a temporary food permit (daily) for ALL public shows. Food permits **MUST** be displayed in booths at all times during the show.
- Keep the delivery costs to your booth low – consider ways to safely store as much product in your booth as you will use each day.
- Candy Dishes - A hard candy dish provided complimentary by an exhibitor at their booth may be exempt, as long as the candy is bite sized individually wrapped.

ALCOHOLIC BEVERAGE SAMPLING

- All alcoholic beverages must be purchased through Levy, even if manufactured by the exhibitor.



George R. Brown Convention Center
Exhibitor Catering Order Form & Service Contract

- Contact Levy to purchase any alcoholic beverages you wish to dispense to attendees.
Bartenders to serve the alcoholic beverage must be hired through Levy.
Levy will refuse alcoholic beverages to all persons unable to offer proper identification confirming that they are at least twenty-one (21) years of age, or a person who in Levy's sole judgment appear to be in intoxicated.
Alcohol is not charged on consumption and any remaining will be forfeited. Any remaining alcohol must be consumed onsite and is not allowed to be taken off premise per TABC laws.
Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for giveaway/promotions.

DEADLINE: All orders must be received a minimum of 21 days prior to the show to ensure availability of food and beverages, and appropriate staffing to prepare, deliver and service your account. A 25% late Fee will apply to all orders received within 21 days of the show.

CHANGES/CANCELLATIONS: Changes/Cancellations must be submitted in writing 3 business days prior to start of event. Full charges will be applied to cancellation of any menu items received within (72) hours, (3 business days), prior to delivery. SPECIAL ORDER ITEMS (e.g., logo cookies, kegs) cannot be canceled once confirmed.

PAYMENT POLICY: All food and beverage orders require 100% payment in advance. We accept American Express, MasterCard, VISA, Discover, check or wire transfer on initial orders. We will require a credit card for any additional services ordered onsite during the show.

Show Name: _____ Date Order was placed: _____
Booth Number: _____ Booth Name: _____
Company Name (Bill To): _____ Contact Name: _____
Phone Number: _____ On-Site Contact Cell Phone Number: _____
Street Address: _____ Fax Number: _____
City, State, Zip: _____ E-Mail Address: _____

On-Site Contact/Authorized Signatures for Event: _____ (Printed Name) _____ (Signature)

ORDER FORM

Table with 6 columns: Delivery Date, Start Time, End Time, Description of Item, Quantity, Price. Includes a row for \$25 Delivery Charge (charged per trip/per day).

(Please use additional sheet if needed)

Subtotal: _____

25% Late Fee: _____

(Applied to orders received within 3 weeks of show)

21% Admin Fee: _____

8.25% Sales Tax: _____

Total: _____

Please submit this completed form back to your Sales Manager at amelendrez@Levyrestaurants.com. Phone: 713-853-8106

By completing this form you are authorizing that you have read and agree to the terms contained within this Exhibitor Catering Order Form & Service Contract. All policies, procedures and cancelations will be upheld by Levy.



CATERING AGREEMENT

We are pleased that you have chosen to hold your event with us. You hereby agree to be bound by the policies and rules that pertain to your event's location and the terms and conditions in this Catering Agreement, as follows:

1. PARTIES

For the purposes of the Agreement, "Client" means: _____ For the purposes of the Agreement, "we" or "us" means:

Legal Name: _____	Legal Name: <u>Levy Convention Centers</u>
Address: _____ _____	Address: <u>1001 Avenida de las Americas</u> <u>Houston, TX 77073</u>
Contact: _____	Contact: <u>Andrea Melendrez</u>
Phone: _____	Phone: 713-853-8106
	Fax: _____

2. **RESERVATION.** Client hereby agrees to be bound by this Catering Agreement and all attached and/or subsequent Banquet Event Order forms (the "BEOs"). This Catering Agreement and the BEOs shall hereinafter be collectively referred to as the "Agreement." For Client's event (the "Event"), Client hereby agrees that Client has reserved the location ("Location") for certain dates and times, all as specified on the BEOs. The Event may be made up of multiple functions such as lunches, dinners, breaks, etc. (each a "Function"). Each Function shall have separate BEOs.
3. **SERVICES.** We will provide Client with the food and beverage services and other items as described on the BEO. To the extent that it becomes necessary for us to enter into agreements with third parties for Client's Event, Client hereby: (a) appoints us to be Client's agent to execute such agreements, (b) agrees to pay the fees and applicable taxes and (c) agrees to be responsible for the obligations contained in such agreements.
4. **GUARANTEE.** The estimated charges and costs for the Event are set forth in the Agreement (the "Event Price"). Client must notify us of the guaranteed number of people attending each Function at least seven (7) full business days prior to the first day of the Event (the "Guarantee"). If no Guarantee is received by the Guarantee due date, client will be charged no less than the attendance used in the event price estimate as noted in Section 5 of this Agreement. Guarantee increases after the Guarantee due date are subject to a twenty five (25%) price increase over the originally agreed upon price. Holidays and Weekends are not included as business days. Client agrees that if the actual number of guests that attend a Function is more than five percent (5%) over the Guarantee, Client will be subject to an additional twenty five (25%) of the BEO price for each person over the Guarantee. Client agrees that there will be no reduction in the BEO price if less than the Guarantee attends the Function. Notwithstanding the foregoing, we will prepare the Functions for five percent (5%) over the Guarantee, but not to exceed 30 persons, which overage shall be at Client's cost and expense if Client pre-sets or utilizes any of this five percent (5%) overage.
5. **NON-REFUNDABLE DEPOSIT.** We will not commence service without the receipt a NON-REFUNDABLE DEPOSIT in the amount of seventy five percent (75%) of the estimated Event Price at least sixty (60) full calendar days prior to the Event, and the remaining twenty five percent (25%) of the estimated Event Price at least seven (7) full calendar days prior to the Event (collectively, the "Deposit"). Outstanding Event Price balances shall be paid within thirty (30) full calendar days of the Event provided billing privileges have been previously approved in writing through the General Manager's office. Client understands that we will suffer substantial harm if Client cancels the Event. Accordingly, the Deposit will be in all cases NON-REFUNDABLE and deemed to be liquidated damages to compensate us for the loss due to Client's cancellation. No interest will be payable to Client on the Deposit. If Client cancels the event, the Deposit may be applied to another event held within the next 6 months of the Event, subject to approval of the George R Brown Convention Center.
6. **CANCELLATION FEE.** Client understands that we will suffer substantial harm if Client cancels Client's Event. Accordingly, if Client cancels the Event within 120 days of the Event, Client shall be required to pay a Cancellation Fee in the following manner:

Number of Days Prior to Event That Client Cancels	Applicable Cancellation Fee
0-30 days	100% of estimated Event Price
31-60 days	75% of estimated Event Price
61-90 days	50% of estimated Event Price
91-120 days	25% of estimated Event Price

7. **MENU AND EVENT INFORMATION.** To ensure a successful event, we require that you provide specifications, menus, diagrams and all other pertinent information no later than thirty (30) days prior to the first day of the Event. Any changes to menus within thirty (30) days of Event may be subject to additional fees. No menu changes may be made within seven (7) full business days of the Event.
8. **OUTSIDE FOOD AND BEVERAGE.** No food or beverages of any kind may be brought into or removed from the Location by either Client or Client's guests without our prior written approval.
9. **CONDUCT OF EVENT.** Client agrees to conduct the Event in a manner that is appropriate for the Location and in full compliance with all applicable laws, codes, rules and regulations having jurisdiction over the Location.

10. **RESPONSIBLE ALCOHOL SERVICE.** We shall only serve alcoholic beverages to individuals who are at least twenty one (21) years of age and will check identification of Client and any of Client's guests that appear to be under thirty (30) years of age. If we believe, in our sole discretion, that Client or any of Client's guests are intoxicated, we shall be permitted, in our sole discretion, to discontinue or limit alcohol service at the Event, and to request that Client and/or any of its guests leave the Location, all without any refund of the Event Price.
11. **DISPLAYS/SIGNS.** All displays and signage must be approved by the Location's authorized representatives.
12. **BAR CHARGES.** The Event Price may be partially based on certain estimated bar charges (the "Estimated Bar Charges"). At the end of the Event, we will notify Client of the actual amount of bar charges. If Estimated Bar Charges exceeds the actual bar charges, we shall credit the difference to Client within thirty (30) days. If, however, the actual bar charges exceeds the Estimated Bar Charges, the difference shall be charged to the credit card provided by Client upon execution of this Agreement at the conclusion of the Event.
13. **SPECIAL LABOR AND SPECIAL ITEMS.** The Event Price is based on the times indicated on the BEOs. Additional service time will necessitate additional labor, which will be applied to the Event Price. The costs associated with any special labor hired by us and the costs for any special smallwares, tables, chairs, decorative elements, linen or equipment rented by us at Client's request, shall all be charged to Client as part of the Event Price and will be noted on the BEOs.
14. **TAXES.** Client agrees to pay applicable taxes on all sales and services rendered in connection with the Event.
15. **SERVICE CHARGE.** Please note that all food, beverage, and related items are subject to a service charge. This service charge is not a tip or gratuity. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion.
16. **CREDIT INFORMATION.** Client agrees to provide us with all information that we deem necessary to assure Client's creditworthiness with respect to Client's payment of the Event Price. The credit information shall include an executed form that authorizes the payment of the Event Price on Client's credit card.
17. **INTEREST/COSTS.** Interest will accrue daily and be payable on all amounts which have been due and owing to us at the rate of eighteen percent (18%) per annum. Client agrees to reimburse us for all costs and expenses we incur, including, but not limited to, attorneys' fees and court costs, in enforcing the provisions of this Agreement.
18. **DAMAGE TO LOCATION.** Client agrees that Client will be responsible for all injuries to persons, damages to the Location and adjacent areas and the loss of, or damage to, our equipment or property, caused by Client or Client's guests at the Event. We will notify Client of any such damage or loss, and the costs related thereto. Client shall pay all such amounts to us within ten (10) days after such notification. In no event shall we be liable for such damages recited herein, except to the extent caused by our sole gross negligence.
19. **PERFORMANCE.** If, for any reason beyond our reasonable control, including, but not limited to, strikes, labor disputes, accidents, unavailability of the Location, food scarcity due to external forces, government requisitions, acts of war or acts of God, we are unable to perform our obligations under this Agreement, such non-performance is excused and we may terminate this Agreement without further liability of any nature, upon the return of the Deposit within thirty (30) days. In no event will we be liable for any damages including, but not limited to, indirect, punitive or consequential damages of any nature, for any reason, whatsoever.
20. **DISPUTES.** All disputes or complaints relating to our services under this Agreement must be submitted in writing within seven (7) days after the Event. Client's failure to notify us of any dispute or complaint, as detailed herein, shall constitute a waiver. This Agreement shall be governed by, construed under and interpreted and enforced in accordance with the laws of the state in which the Location is situated. Furthermore, the parties consent that the courts located in the county and state in which the Location is situated shall have exclusive jurisdiction over all legal proceedings of any nature, brought by either party, to enforce any right or obligation under this Agreement.
21. **COUNTERPARTS.** This Agreement may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.
22. **AUTHORITY.** The parties hereto represent that they each have full authority to enter into this Agreement.
23. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties and may only be modified or amended by a written instrument signed by both parties.

CLIENT:	Legal Name:	_____
By: _____	By: _____	_____
Title: _____	Title: _____	_____
Date: _____	Date: _____	_____