

PCS Events - Catering & Design Team

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BILL TO

Accelerate c/o
Stephanie Guogas
856.304.7891

SHIP TO

Miami Residence

INVOICE 2649

DATE 11/02/2021 **TERMS** Deposit/ BAL
due 3 days prior

DUE DATE 11/05/2021

SHIP DATE

11/08/2021

SHIP VIA

Delivery

SALES REP

GG

DESCRIPTION

AMOUNT

Event Description
CORPORATE MEETING
November 8, 2021 (Monday)
Time 6 PM to 9 PM

0.00

BASED ON 25 GUESTS - balance adjusted according to RSVP, (+/-) by 11/4/21.

DESCRIPTION	AMOUNT
Custom Package CUSTOMIZED CATERING & RENTALS PACKAGE Based on 25 guests @ \$69.95/pp BAR/BEVERAGE STATIONS - Includes Bar set-up, (1,Cocktail and 1, Reception), glassware (cocktail, wine, champagne flutes), bar equipment, assorted sodas (Coke, Diet Coke , Sprite, club soda, tonic), fresh juices (orange, cranberry), water, fruit garnish (limes), ice, coolers and tray jacks for used glassware. - 1, Professional Bartender BAR: - Tito's Vodka, Bacardi Rum, Bombay Sapphire Gin, Jack Daniels bourbon, Johnnie Walker Black Scotch, Milagros Tequila - White Wine: Sauvignon blanc & Pinot grigio - Red Wine: Pinot Noir & Cabernet Sauvignon - Stella Bottled Beer BUTLER PASSED HORS D'OEUVRES (3) - Choice of 3, passed for 30 minutes by uniformed servers. Modern white square and rectangular platters with greenery accents. DINNER PLATED SALAD - Your choice of a plated salad from the PCS Events menu. French bread on each plate (cover safety). ELEGANT MULTI-LEVEL FOOD STATION Includes tables, navy blue floor-length linens, rolled flatware, candle and greenery decor, premium chafing dishes and servers to assist in serving the guests. MENU: Choice of Two Entrees and three sides from the PCS Events menu. Above items are prepared by PCS Culinary Staff, fresh on-site. Pasta can be substituted as a side. A vegetarian option can be prepared for a select few at no additional cost. Children's Meals are \$34.95 each to include choice of a kids entree, beverage service, place setting, and cake. Vendor Meals are available at \$27.95 each. SERVICE: Professionally uniformed servers (1:12) + Busser. Black tie, black slacks, white dress shirt and black shoes., 25 @ \$69.95	1,748.75
Custom Package PACKAGE (Continued) LINENS: Choice of matte linens for the dining tables. Napkins (choice of color). PLACE SETTING: Water goblet, flatware and choice of charger plate: gold, silver or wood-style, PASSED MINI DESSERTS - Key lime bites - French Macarons - Guava cupcakes - Godiva Chocolate brownies TABLES: Choice of round or rectangular tables (seat 8 each) CHAIRS: White padded folding chairs	0.00
Cocktail Tables Hightop Cocktail tables with floor-length matte linens (teal), 3 @ \$38.00	114.00

DESCRIPTION	AMOUNT
Centerpieces CENTERPIECES (Choice of colors)	265.00
4, Medium centerpieces (in gold, clear, silver or wood-style vase) with flowers and greenery.	
Vases with pillar candles for the hightops (3)	
Votive candles for the tables (clear or gold), 1 @ \$265.00	
Service Event Production / Staffing & Gratuity (1 Chef, 1 sous chef, 2 servers, 1 bartender) Includes:	495.34
- PCS Event Trucking Delivery & Set-up of all materials and equipment provided by PCS	
- Kitchen/ cooking equipment	
- Professional Culinary & Kitchen Staff On-site	
- Professional Uniformed Wait Staff	
- Set-up of stations, place settings	
- Waste containers and removal of garbage	
- Constant maintenance of area for cleanliness	
- Certificate of Insurance with the event site as additional insured, 1 @ \$495.34	

DESCRIPTION

AMOUNT

Contract Terms - Wedding

0.00

A \$1000 Deposit will reserve the requested date and services stated above.

Decor, menu and services can be changed or added throughout the planning process. A final guarantee of guest attendance is required 5 days prior to event along with information for seating, vendor contacts, color choices, final menu and any other details necessary for planning proper execution of said event. Balance will be adjusted accordingly and is final. A 15% drop in attendance will be subject to an increase in fees of \$5pp. A 25% drop will be subject to an increase of \$7pp. FINAL BALANCE IS DUE 3 DAYS PRIOR TO EVENT. Accepted by check, Zelle, bank transfer, or credit card. Credit card payments are subject to a 4% merchant processing fee. A damage authorization form is required for replacement fees of damaged, missing or broken items (i.e. linens, decor, glassware, furniture etc.) and any fees that may arise on the day of the event (i.e. extended event hours, additional liquor, special requests etc.). Please take precaution as candle wax causes permanent damage to linens. PCS is not responsible for damages incurred by guests at the event.

Additional fees may apply due to re-arrangement of floor plan, distances for load-in and load-out and/ or logistics due to severe weather conditions. It is the clients responsibility to address any possible weather conditions prior to the day of the event, either by securing a tent(s) with PCS or another vendor. PCS will not be held responsible for delays in set-up or inability to use decorative items due to inclement weather. Credit will not be given for unused items or inability to execute the event as a result of weather, venue closure, tardiness on behalf of the client/ guests or lack of attendance.

Cancellations will be accepted by letter or e-mail only. In order to receive a 50% refund, cancellation must be received 30 days prior to the event. Remaining credits will be refunded. Sales taxes, cost of special orders and credit card processing fees may apply. PCS Event Productions LLC shall not be held liable for damages for this agreement nor any delay, default or inability to perform the services of said agreement if such default, delay or inability is caused by events beyond such party's reasonable control including, but not limited to, acts of God, regulation or law or other action of any government or agency thereof, war or insurrection, civil commotion, venue cancellation or destruction, destruction or malfunction of production facilities, transportation or materials by earthquake, fire, flood or storm, labor disturbances, mechanical, epidemic, or failure of suppliers, staff, public utilities or common carriers. In such an instance, PCS Event Productions LLC will retain deposit and cost of any special orders for the event. All other credits will be refunded. PCS Events reserves the right to cancel an event 7 days prior to a possible natural disaster or within 10 days of such circumstance. In such case, a full credit will be granted to the client to re-schedule to an open calendar date. Holidays do not apply.

Due to climate/ seasonal changes and unforeseen circumstances of transportation/ delivery from other countries for flowers, PCS Events cannot guarantee flower varieties. If any situation should arise where the flower(s) chosen cannot be met, PCS Events will substitute a variety that is as close in color, style and cost as possible to that on the invoice.

Venues without cooking facilities will have a \$225 fee added to the event cost for portable ovens, tent, hot boxes, prep tables, ice and coolers necessary to produce menu (Waived).

DESCRIPTION	AMOUNT
Contract Terms - Wedding 2 Client agrees to indemnify and hold harmless Contractor and its employees, agents and independent contractors for any injury, property damage, liability, claim or other cause of action arising out of or related to services provided herein. PCS will not be held liable for any subsequent outbreaks after event as related to COVID. Gloves will be used by food handlers and safe hand washing procedures. PCS Events is a professional event service company with staff trained in restaurant/hospitality and the event industry. Family members and/or friends cannot be assigned to oversee or assist in event preparations/ execution on behalf of the staff. The Parties mutually agree not to make public defamatory statements that would materially harm the reputation or business activities of any Parties to this Agreement. PCS Events is a professional event service company with staff trained in restaurant/hospitality and the event industry. Family members and/or friends cannot be assigned to oversee or assist in event preparations/ execution on behalf of the staff. Fees apply for same day set-up, allocated event hours, 1 hour breakdown subject to walk-through of site. Should the event run longer than the proposed hours, an overtime fee of \$400/hr. will apply to include service staff, bartenders and service. Florida and Miami-Dade sales tax (7%) will be added to the invoice upon final guest guarantee.	0.00
WE LOOK FORWARD TO WORKING WITH YOU!	
Sales Tax Please allow for additional 7% Sales Tax (calculated upon rsvp), 1 @ \$183.62	183.62
CONGRATULATIONS!	
TOTAL DUE	\$2,806.71