

CORE: events

CONFIRMED ESTIMATE

Event Info:		Estimated Pricing Info:	
Member Name:	Peggy Siegal	Account Number	
Date of Event:	11/7/2013	Hors d'oeuvres:	39.00
Day of Event:	Thursday	Dessert:	15.00
Number of Guests:	90	Cocktails:	30.00
Location 1:	Screening Room	Food:	4,860.00
Time 1:	6PM-10PM	Beverage:	2,700.00
Location 2:		F&B Subtotal:	7,560.00
Time 2:		Less 75% FM Discount:	5,670.00
Contact Name:	Jenna Hackerman	F&B Subtotal:	1,890.00
Phone Number:	[REDACTED]	Incidentals:	1,600.00
Email:	[REDACTED]	Event Subtotal:	9,160.00
Event Planner:	Meg Rhodus/Carly Ebers	Service Charge:	1,738.80
Occasion:		Tax:	464.06
		Total Cost:	5,692.86

PLEASE FIND A SUMMARY OF ALL MENU SELECTIONS AND INCIDENTALS.
 ALL MENU ITEMS BELOW ARE SUBJECT TO AVAILABILITY BASED ON SEASONALITY AND QUALITY.

Food Service	Beverage Service
Passed Hors d'oeuvres (6PM-7PM)	Wine & Beer Open Bar (6PM-7PM)
selection of 4 (\$30 per person per hour)	Wine & Beer Open Bar (\$30 per person per hour)
0	Wine Selection:
0	0
0	0
0	Additional Beverage Needs:
0	
0	
Platters (out at 6PM)	
Platter	
Cheese Platter \$9 per person	
0	
0	
Platter	
0	
0	
0	
Passed Dessert (9:30PM-10PM)	Incidentals
Passed Selection of 4 for 1/2 hour (\$15 per person)	A/V Needs:
0	
0	Flowers:
	Remove Couches:
	\$250 Flat Fee
	Rentals:
	*Ballroom Chairs \$15 per person
	Room Fee:
	No Room Fee

Additional Event Info

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Please find the event details below as we discussed and are subject to your approval.

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Hors d'oeuvres: selection		39.00 Per Person
selection of 4 (\$30 per person per hour)		
DINNER: selection		15.00 Per Person
First Course		
Second Course		
Dessert		
Passed Selection of 4 for 1/2 hour (\$15 per person)		
BEVERAGE: selection		
Bar		30.00 Per Person
Wine & Beer Open Bar (\$30 per person per hour)		
Wine Selection		
		0.00 Per Bottle
		0.00 Per Bottle
INCIDENTALS:		
A/V Needs		1,600.00 Flat Fee
Flowers		
Moving Couches:		
\$250 Flat Fee		
Rentals		
Estimated Equipment Rentals: \$15 per person		
Location 1		0.00 Flat Fee
Screening Room: No Room Fee		
Location 2		0.00 Flat Fee

CORE: events agreement

Thank you for choosing CORE: for your event - we look forward to providing a memorable experience for you and your guests. Please review this agreement, sign and fax to CORE: events at 212.486.6699. If you have any questions, please do not hesitate to contact us at 212.486.6600.

PART 1: GENERAL PRINCIPLES

In order to provide the best experience possible CORE: has outlined the following principles. A full list of guidelines can be found in our CORE: events constitution. Anything not referenced must be reviewed by CORE: events in advance.

EVENT TIMES

The event space will be available from the "start time" to the "end time" indicated in this agreement, which includes set-up time (generally one hour prior to guest arrival.) Should you wish to extend the length of your event additional costs may apply. When possible, special consideration will always be made.

ATTENDEES

72 hours prior to your event, please submit your final guest count. 24 hours prior to your event, please submit a complete guest list.

EQUIPMENT

Use of outside equipment is subject to approval by CORE: events. Rental companies must comply with all applicable regulations, including insurance requirements. CORE: events will determine the day and hour at which rental equipment may be delivered and picked up. All rental companies making deliveries to the premises must provide a certificate of insurance prior to the date of delivery providing coverage of at least \$1,000,000.00 and naming "The Core Club 55th Street LLC" as additional insured.

LIABILITY

The Client will be responsible for all injury or damage of any kind to persons or property, regardless of who may be the owner of the property (including, without limitation, CORE:'s furniture, furnishings, or works of art) arising out of or suffered through any act or omission of the Client, its employees, agents, contractors or guest, in connection with its use of the clubs facilities. The Client further assumes the obligation to indemnify and hold harmless CORE:, its affiliates, officers, agents, and employees, against any and all damages, claims, expenses (including reasonable legal fees), or other liability due to bodily injury, personal injury or death, or damage to property of others, arising out of or suffered through any act or commission of the Client, its employees, agents, contractors or guests, in connection with its use of the CORE: club.

CORE: will be responsible for all injury or damage of any kind to persons or property, regardless of who may be the owner of the property arising out of or suffered through any act or omission of CORE:, its employees, agents or contractors, in connection with Client's use of the facilities. CORE: further assume the obligation to indemnify and hold harmless the Client, its affiliates, officers, agents, and employees, against any and all damages, claims, expenses (including reasonable legal fees), or other liability due to bodily injury, personal injury or death, or damage to property of others, arising out of or suffered through any act or commission of CORE:, its employees, agents, contractors or guests, in connection with Client's use of the CORE: club.

INSURANCE

CORE: and The Client each agree to carry adequate personal, property, liability and other insurance protecting itself against any claims arising from any activities conducted in the CORE: club during the event. Upon request, The Client shall provide a certificate evidencing such insurance to CORE:.

COSTS AND BILLING

A non-refundable deposit of fifty percent (50%) of the estimated total is due at agreement signing. The remaining balance is due the day of the event and will be charged to the credit card listed on the agreement unless otherwise noted. The full amount is due and payable for any parties cancelled within seven (7) business days of the scheduled event.

All Food and Beverage charges are subject to a 23% service charge. Food, beverage, incidentals and service are all subject to 8.875% New York State Sales Tax.

Any charges for additional services or vendors, including increased number of guests and overtime charges, coordinated by CORE: will be added to the final bill at event completion.

All events must be in agreement with CORE: events constitution which includes guidelines on policies regarding public relations, marketing materials, music, coat check, and décor. Please ask your CORE: events representative for a copy of this document.

Agreed to by Client:

Signature

Name and Title (please print)

Date

PART 2: DEPOSIT AUTHORIZATION

CORE: is authorized to charge the required deposit in the amount listed above to the credit card number listed below. Please fax a

Card Number: _____ Exp. Date: _____

Name on Card: _____

Signature: _____

Billing Address: _____

PART 3: FINAL PAYMENT INFORMATION

I authorize CORE: to charge the credit card number listed for the final payment. CORE: does not accept checks for final payment

- Same as above (please select)
- Use credit card listed below (please select)

Card Number: _____ Exp. Date: _____

Name on Card: _____

Signature: _____

Billing Address: _____

If you have any questions concerning this agreement, please contact Meg Rhodus at 212.486.6600