

ridgewells CATERING

Event	Cocktail Reception—Sample Menus
Guest Count	Based On 100 Guests
Location	Torpedo Factory
Event Date	TBD
Times	Based On 5 Hours
Presented To	xxx
Presented By	Maggie Angle Event Designer Phone: 301.907.3736 mangle@ridgewells.com

ridgewells
CATERING



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CATERING

Organic Catering and Green Entertaining

For more than 80 years, Ridgewells has set the standard in catering and event design in the Washington metropolitan area, and a vital part of our business revolves around environmental stewardship. Our Green focus encompasses a wide variety of actions to ensure that we reduce our carbon footprint and preserve the environment. We have had a long term commitment to continually implement policies and procedures that will further increase our efforts to conserve the environment in which we work. Here are some of the actions that we have taken.

Food

Our menus contain only the freshest seasonal ingredients and produce, and we work with our partners to make sure that our produce are sourced from local, environmentally responsible farmers. We make it a significant priority to buy organic and sustainable meats, poultry and seafood.

Operations

- We have purchased renewable energy to match 100 percent of the firm's estimated electricity use from conventional sources
- We are a member of the EPA's Green Power Partnership
- The equipment that we use is recyclable or reusable, and we recycle all aluminum, glass, paper and plastic products at our headquarters and at off-premise locations
- Clients have the option to choose from biodegradable plates and utensils for use at their events
- We combine deliveries whenever possible to decrease the number of trucks from our fleet that are on the road
- In 2011, Montgomery County honored us with the Outstanding Achievement in Recycling Award



SAMPLE PASSED HORS D'OEUVRES
PLEASE SELECT (4)

Italian Tenderloin Crostini

Crisp Toast Rounds With Thinly Sliced Beef Tenderloin
Topped With A Dollop Of Horseradish Sauce

Lemongrass Chicken Sugar Cane Skewers

Marinated Lemongrass Chicken
Served Over Peanuts And Yuzu Sauce

Chesapeake Crab cake On Brioche

Sautéed To Perfection And Served On Toasted Brioche Rounds
Accompanied By Red Pepper Remoulade Sauce

Roasted Zucchini With Boursin Cheese

On A Black Olive Cracker Topped
With Smoked Tomato Marmalade

Artichokes With Sun-Dried Tomato Tapenade

Marinated Artichokes
Piped With Sun-dried Tomato Tapenade

Peking Portobello Mushroom Cones

Crisp Rice Paper Cones, Portobello Mushrooms
Scallions And Plum Sauce

Tuna Tartare

Sushi Grade Tuna Is Hand Chopped And Seasoned
Presented On A Crisp Waffle Potato

Short Rib Spring Roll

Braised Beef Short Rib
Rolled In A Thin Layer Of Rice Paper
Plum Sauce

Crabmeat Croquettes

Key Lime Tartar Sauce

Tzatziki Cups

Cucumber Cups Filled With Tzatziki
Topped With Feta And A Sprinkle Lemon

SAMPLE PASSED HORS D'OEUVRES
CONTINUED

Asian Chicken Barquette

Petite Pastry Boats Crusted
With Black And White Sesame Seeds
Brimming With A Light Asian Chicken Salad

Chorizo In Puff Pastry

Served With Mustard

Grilled Blackened Swordfish

Served On A Plantain Chip With Cilantro Crème Fraiche

Blanca Bianca Cheese Brioche

Italian White Cheese Soaked In White Wine
On A Brioche Crouton With A Touch Of Fig Jam

Chicken Parmesan Bites

Served With Arrabiata Sauce

Peking Duck Pancakes

Crisp Duck Rolled Into Mandarin Pancakes
With Hoisin Sauce And Chopped Scallion

Spiced Tenderloin

Served With Pineapple Guacamole
On A Fried Tortilla

Chicken And Rosemary Chausson

Puff Pastry Filled With Sherried Chicken
Sun-Dried Tomato And Rosemary

Tomato And Mozzarella Tartlet

Slow Roasted Cherry Tomatoes With Fresh Mozzarella
Basil And Pesto
In A Rosemary Shell

Red Mole Beef Empanadas

Salsa Verde

Fingerling Potato

Filled With Ossetra And Crème Fraiche

SAMPLE COCKTAIL BUFFET
STATION ONE

Bourbon Flambéed Waygu Beef

Tender Waygu Beef Sliced And Displayed
Red Onion Marmalade
Horseradish Sauce And Assorted Rolls

Chipotle Crab Cakes

Chipotle Spiced Crab Cake
On A Bed Of Pickled Heirloom Tomatoes
Roasted Corn Vinaigrette
Sesame Honey Drizzle

Sweet Potato Salad

Sun-Dried Cherries, Toasted Pecans
Maple Mustard Dressing

Mediterranean Breads And Spreads

Spicy Feta Dip, Hummus
Tzatziki And Baba Ganoush
Served With Fresh Vegetables
Soft Pita Bread And Crisp Flatbreads

Tapas Assortment

Bouchees With Stilton, Pear And Walnuts
Apricots Wrapped In Proscuitto, Goat Cheese Truffle
Armagnac Marinated Fig Stuffed With Smoked Almonds
Grilled Shrimp Neapolitan Skewers
Carrot Confit Cups With Honey Mascarpone
Charred Scallop Brochette, Dried Fig With Gorgonzola
Sliced Spanish Chorizo And Manchego Cheese

SAMPLE COCKTAIL BUFFET
STATION TWO

Gourmet Sliders

Miniature Hamburgers
Topped With Caramelized Onions
Swiss Cheese And Sage Aioli

Quinoa Falafel Sliders

With Avocado Mash
On Whole Wheat Rolls

Truffled Mac And Cheese

Warm And Creamy Homemade
Macaroni And Cheese Tossed With Rich Truffle Oil

Heirloom Tomato Tart

Flakey Puff Pastry Layered With Goat Cheese
Basil, And Fresh Roasted Heirloom Tomatoes

Crudité Shots

Carrots, Zucchini, Celery, Yellow And Red Peppers
Served In Individual Glass Shot Glasses
With Roasted Red Pepper Hummus

SAMPLE FOR A SWEET ENDING

Colorful French Macaroons

Blueberry Yuzu
Morello Cherry
Passionfruit

Dessert Cups

Strawberry Shortcake
Key Lime Pie
S'mores

Cheesecake Checkerboard

Chocolate Mousse Crunch Bar Squares
Alternating With White Chocolate Mascarpone
Cheesecakes

Ganache Cones

Tiny Waffle Cones brimming with
Pistachio
Raspberry
Hazelnut

SAMPLE
DESIGN AND LOGISTICS
FOOD

Menu as described to include only the freshest of ingredients, prepared with unparalleled care and creativity.

BEVERAGES

Bar quotes provided. Ridgewells to provide ice and bar fruits.

EQUIPMENT

Each piece is carefully selected from Ridgewells' private inventory to beautifully enhance your event. Ridgewells to provide china, glass and silverware, buffet and bar tables with basic linens and all appropriate kitchen equipment have been included in this proposal

SERVICE PERSONNEL

Our team at Ridgewells is experienced, knowledgeable and extremely customer service oriented. We handpick our servers carefully and they are trained to the highest standards.

Based On **100** Guests

Service Personnel will include:

- 1 Server Supervisor
- 1 Kitchen Supervisor
- 1 Bartender
- 4 Buffet Servers
- 2 Passing/ Pick-Up Servers
- 2 Kitchen Assistants

These staffing guideline are based on 100 Guests, as well as set up and clean up. Necessary adjustments will be made should there be changes in the time of the function or number of guests and reflected in your final invoice.

SALES TAXES

All applicable sales taxes will be charged unless customer can present a valid tax exemption certificate for the jurisdiction of the event location. Please forward a copy of your exemption certificate to your Ridgewells' Event Designer.

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Shai Chu
Torpedo Factory
105 N. Union St.
Alexandria, VA 22314
Phone: (703) 838-4565
schu@torpedofactory.org

Date of Events: TBD
Location of Event: Torpedo Factory
Time of Event: Based On 3 Hours
Number of Guests: 100
Event ID Number: TBD
Event Name: Sample Cocktail Reception Menu

Event Designer: Maggie Angle

Date Prepared: 1/06/2015

SAMPLE ESTIMATED SUMMARY OF COSTS BASED ON 100 GUESTS

SAMPLE RIDGEWELLS CHARGES		
	FOOD	\$ 5,500.00
	EQUIPMENT	\$ 3,200.00
	STAFF	\$ 4,500.00
	DELIVERY	
	TRASH REMOVAL + RECYCLING	\$ <u>320.00</u>
	RIDGEWELLS SUBTOTAL	\$ 13,520.00
	SPECIAL DISCOUNT	\$ <u>- 1,352.00</u>
	ADJUSTED SUBTOTAL	\$ 12,168.00

*Equipment, staff and delivery pricing dependent upon selections, timing and set up

BAR OPTIONS		
	Beer Wine And Soda Bar	\$20 Per Guest
	Full Standard Bar	\$25 Per Guest
	Premium Bar	\$30 Per Guest

SALES TAX VA Sales Tax Is Not Included And Will Be Charged Without VA Exemption Certificate

ACCEPTED BY: _____ DATE: _____

CREDIT CARD (Please Circle One): VISA MASTERCARD AMEX DISCOVER

Name on Card: _____ Expiration Date: _____

Account Number: _____

Amount Charged \$ _____ Phone: (____) _____

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CONTRACT

Ridgewells, Inc. ("Ridgewells") and Torpedo Factory agree to the following terms:

Ridgewells will provide catering and all related services as described in the forgoing proposal and attached menu, which documents, along with this contract, constitute our entire agreement. Any modifications to this agreement must be in writing and signed by both parties.

Deposit

75 deposit is due to book your event. If it is a large event we will split the deposits into two separate dates.

Paid In Full

Ridgewells will charge the remaining balance to the credit card on file within 72 hours of the completion of the event. If a credit card is not on file, the remaining balance must be paid in full upon receipt of final invoice. A final invoice will be sent electronically detailing the actual changes to the email address on file. If an email address is not available, a paper copy will be mailed. Failure to timely pay the balance in full will result in a 1.5% interest fee per month being applied to the outstanding balance. In the event Ridgewells has to pursue collection efforts to collect any outstanding amount, you will be responsible for all related expenses including attorneys' fees and court costs.

Confirmation

The prices and conditions offered on this proposal are guaranteed for 30 days from the date this agreement was prepared or the date on which it was materially changed, whichever is later.

Attendance Guarantee

The final attendance guarantee is due one week prior to the event date at 12:00pm. The guest count may not decrease after the attendance guarantee has been given. Guest count increases after the guarantee will incur a 15% surcharge on the per person price for the additional guests, if we are able to accommodate the increase. Should the actual attendance at the event exceed the guaranteed number, additional charges including the 15% surcharge will be assessed and reflected on the final bill.

Estimated / Actual Total Cost

The Estimated Total Cost is based on the duration of your event (including set-up and clean-up time) and the guest count projection that you have requested. Any changes to these items must be communicated to your Event Designer in writing at least 10 business days prior to the event.

Allergies

Many of the foods we prepare contain ingredients that people may be allergic to such as nuts, wheat or eggs. Please advise us if you or any guests have any food allergies. If we are advised of such allergies in advance we can work with you to create a menu to reduce the known allergy causing ingredients. However, we cannot guaranty that all the food we prepare will be free from the ingredients that people may be allergic to. We will not be liable for any injury to persons or property, including fatality, which results from an allergic reaction to any of the food we provide or arrange to have provided, regardless if we are advised of such allergies in advance.

Cancellation

If you cancel your event 30 or more days prior to the event's date, the full amount of the deposit paid will be refunded. If you cancel your event more than 15 days but less than 30 days prior to the event's date, Ridgewells will refund 50% of the deposit paid. If you cancel your event 14 days or less before the event's date, Ridgewells will retain the entire deposit.

Force Majeure

Ridgewells will not be responsible for or in breach of this Agreement if it is unable to perform as a result of delays or failures due to any cause beyond its control. Such causes include, but are not limited to, lightning, storms, labor disturbances, riots, terrorism, fires, earthquakes, floods, wars, epidemics, expropriation or confiscation or property, computer or telephone carrier failures or delays, interference by civil or military authorities, or otherwise acts of God or perils of the sea.

Insurance

Ridgewells maintains insurance for injury to persons and property in accordance with industry standards and regulations. Insurance certificates are available if requested at least 15 days prior to the event.

ACCEPTED BY: _____

DATE: _____