

# 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 <a href="mailto:mangle@ridgewells.com">mangle@ridgewells.com</a>

ridgewells  
CATERING



# ridgewells

## 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.



# ridgewells CATERING

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: \_\_\_\_\_