



Citrus Grove Catering
University of California, Riverside
Glasgow 1028E, 680 W. Linden Street
Riverside CA 92507
951.827.7080

Billing Summary

Customer	Reservation: 1532012
Aaliyah Kelley Institute of Genomics	Event Name: CEPCEB Noel T. Keen Distinguished Lecture, Awards and Annual Highlights Status: Confirmed Phone: PLEASE PROVIDE Email Address: aaliyah.kelley@ucr.edu; valerie.arce@ucr.edu COA: SEE BILLING NOTES Event Coordinator: Desiree Soto Salesperson: Guillermo Montoya

Bookings / Details	Quantity	Price	Amount
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Thank you for choosing Citrus Grove Catering at U.C. Riverside. Please review your event details and forward any updates or questions to our Hospitality & Catering Services Office, at 951.827.5471. Payment information must be completed before the event. Due to public health and liability concerns, Citrus Grove Catering cannot package leftover food for removal from the event site.

Friday, December 13, 2024

5:00 PM - 6:30 PM CEPCEB Noel T. Keen Distinguished Lecture, Awards and Annual Highlights (Confirmed) CGC D Genomics Lobby

Reserved: 4:30 PM - 7:15 PM

CGC Food-Beverage 2021:

5:00 PM - 6:30 PM Setup & Tear Down for 80-g

Level (Set-up and Tear-Down) 1

Orders will be delivered and expertly arranged buffet style by Citrus Grove Catering Team Members. Linen for food and beverage tables are provided, eco-friendly paper goods and service utensils will be provided; a team member will retrieve catering equipment after the event is over. Additional staff are recommended for larger events to maintain and replenish buffets, see rates.

Level of Decor: Citrus Grove Catering Signature 1

This look incorporates various colors of runners (NO BLUE AND GOLD LINEN) with ivory or black base linen.

TYPE OF TABLES CLIENT IS PROVIDING FOR SET-UP:

4-6' TABLES FOR FOOD AND BEVERAGES

2-6' TABLES FOR THE SELF-SERVE BAR

Chopped Mediterranean Side Salad	40	\$10.00	\$400.00
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10 person minimum

Feta cheese, romaine, arugula, cucumber, red onion, olives, and fire roasted tomatoes

****FETA CHEESE ON THE SIDE****

Served with a balsamic vinaigrette

Bookings / Details**Quantity****Price****Amount***Vegetarian, Gluten-Friendly*

Spring Roll w/ Sweet Thai Chile (Vegetarian)

80

\$3.50

\$280.00

25 piece minimum, priced per piece

Antipasti Skewer

80

\$3.50

\$280.00

25 piece minimum, priced per piece

Italian Sausage & Parmesan Stuffed Mushroom

85

\$3.50

\$297.50

25 piece minimum, priced per piece

Chicken Satay with Sweet Chili Sauce

85

\$4.00

\$340.00

*25 piece minimum, priced per piece**Halal***Served with a Sweet Thai Sauce*

Mini Samosa served with a Mint Chutney

81

\$3.50

\$283.50

*25 piece minimum, priced per piece**Served with a Chutney***Vegan and Gluten-friendly*

Cucumber Cups with Mango Salsa

30

\$2.00

\$60.00

*25 piece minimum, priced per piece**Vegan and Gluten-friendly**

Assorted Mini Tarts

40

\$3.00

\$120.00

*10 person minimum**Vegetarian***Chocolate Raspberry, Dark Chocolate, Macadamia, Crème Brûlée, Key Lime**Contains tree nut*

Petite Dessert Cups

40

\$3.00

\$120.00

*10 person minimum**Vegetarian***Selection of 4 sweets and contemporary cups with different texture and a refined look.**"May Contain Nuts"*

Chocolate Fudge Brownies

40

\$2.25

\$90.00

*10 person minimum, priced per person**Vegetarian**

CGC Catering Fees 2021:

Delivery: Set-Up & Tear Down - 50-99 Guests

1

\$75.00

\$75.00

Steward: Service(1 hours @ \$35.00/hr)

3

\$35.00

\$105.00

STEWARD TO REPLENISH AND MAINTAIN BUFFET 5:00p-6:00pm

Linen: 90"x90" Square

10

\$9.50

\$95.00

*Color: BLACK**10 cocktail tables**CLIENT IS PICKING UP LINENS ON 12/12/24*

Bar: Disposable

80

\$0.75

\$60.00

*Includes bar set-up, linen for bar tables, disposable tumblers for beer &/or wine, cocktail napkins, and bottle openers.*****Client will provide their own alcoholic beverages. All beer and white wine must be chilled prior to the event.*

Bar Notes

1

Bookings / Details**Quantity****Price****Amount***On Campus Bar (glass or disposable): DISPOSABLE******CLIENT WILL BE RESPONSIBLE FOR SELF-SERVE BAR******

CGC Client Notes:

Cups, napkins, cutlery, plates, and ice are included as part of services!

Bar and food & beverage tables, will be provided them as part of the service

CGC Client Billing Notes:

Split COA

1

*CEPCEB CNAS funds (75% of event expenses):**1511-19900-A01949-540500-40-000-0000000000-0000000000-0000000000**CEPCEB RED funds (25% of event expenses):**1511-19900-A01949-540500-44-261-0000000000-0000000000-0000000000*

Subtotal	\$2,606.00
Grand Total	\$2,606.00

Activating the "submit" button for the online worksheet constitutes an electronic signature which authorizes Citrus Grove Catering to recharge the COA (Chart of accounts) and transactor name provided upon confirmation of the event request.

University Departments purchasing products and services from Dining Services/Catering must comply with Policy and Procedure #200-44 Entertainment. Your electronic signature indicates that you have read Policy and Procedure # 200-44 and that you have the authority, or have obtained the authority to place this order.

A firm guarantee is required five (5) business days in advance of the event, reductions will not be accepted once the guarantee is finalized, increases will be evaluated on a per case basis. If a guarantee is not provided, the original contract estimate will be used. Guest attendance in excess of the guarantee will be charged accordingly. There is no assurance that Citrus Grove Catering will be able to produce menu items for more than 5% above the final guarantee without proper notice.

Due to seasonal variance, certain menu items may have limited availability and require substitutions of equal value.

Citrus Grove Catering will determine an appropriate length of time for set-up and break down based on the service level selected, please see the reserved time listed directly below event time, title, status and location in bold font. Food and beverage tables should be in place prior to our arrival. Access to the location is required within the reserved time, Citrus Grove Catering does not have keys to meeting spaces or buildings on campus. Additional delivery/pick up fees may apply if location access is unavailable. Citrus Grove Catering is not responsible for food and beverage left unattended by the client.

Removal of Citrus Grove Catering equipment from the designated event location may result in additional delivery/pick up fees or equipment replacement/damage charges.

Cancellations are processed in the Citrus Grove Catering Sales Office 8:00 A.M. to 5:00 P.M. Monday through Friday (excluding holidays). Cancellations received after 5:00 P.M. will be dated the following business day. Cancellation fees are as follows: 5 business days = no charge; 4 or 3 business days = 25% of total charges; 2 business days = 50% of total charges; less than 24 hours = 100% of total charges with the option to receive contracted food and beverage services. If the Sales Office has contracted with outside service providers on behalf of the client, cancellation charges related to those products and services will be billed to the client.

In the event that the University buildings, property or facilities shall be destroyed or substantially damaged by fire or other casualty, or in the event that other circumstances render the fulfillment of this agreement impractical or impossible, the Sponsoring Organization shall be obligated to pay the fees hereinabove stipulated only for those services, activities

Bookings / Details**Quantity****Price****Amount**

and events which shall have occurred prior to said casualty or circumstances.

The Sponsoring Organization hereby waives any claim for damages or compensation resulting from fire, casualty, or other circumstances causing curtailment of this agreement.

If any event a force majeure occurs or is likely to occur, including an act of God, actions or directives of a court or public authority or government, war or any threat to social stability, such as terrorism, riots, death threat, hideous crime, or civil disturbance, fire, explosion, flood, shortage of fuel, power or raw materials, disruption of transportation or communications, strikes or other labor disruption, or any other natural or man-made event beyond the reasonable control of either party, which, in the sole opinion of the University may affect the safety and/or feasibility of attendance at University by any of the Sponsoring Organization's participants at University, shall be entitled, with a written notice at any time, to terminate this Agreement and/or cancel registration of any of its participants.

The University shall not be held responsible for accommodation of a room due to "Acts of Nature," (e.g., flood, earthquake, and unusual weather conditions). The University also reserves the right to make special room assignments to accommodate those conditions.

The University at its sole discretion reserves the right to refuse service to any Sponsoring Organization or individual whose actions are deemed inappropriate