



Busboys and Poets - 5th & K

1025 5th St. NW, Washington, District of Columbia 20001 P: 202-789-2227 F: 202-332-6436

AGREEMENT

Event: Roundtable Talk on Progressive Media

Date: Wednesday, March 1st 2017

Account: The Media Consortium

Time: 6:00 PM - 8:00 PM

Contact: Jo Ellen Kaiser

Ready By:

Phone: 415-878-3862

Location: Cullen Room

Email: joellen@themediaconsortium.org

Guests: 75

Address:

GTD Guests: 0

Event Planner: Patrick Bonisteel

Room Rental:

Phone/Email: / patrickb@busboysandpoets.com

F&B Minimum:

SPECIAL INSTRUCTIONS

FOOD

BEVERAGES

AV/LABOR/OTHER ITEMS



Invoice #: 2143994
Event Date: Wednesday, March 1st 2017
Invoice Date:
Tax ID:
Tax Exempt:
Bill To:
Jo Ellen Kaiser
The Media Consortium
153 Alpine Terr
San Francisco, CA 94117

Busboys and Poets - 5th & K

1025 5th St. NW
Washington, DC 20001
P: 202-789-2227 F: 202-332-6436

	Total
Room Rental	\$500.00
Subtotal	\$500.00
State Sales Tax	10.0% \$0.00
Service Fee	18.0% \$0.00
Grand Total	\$500.00
Deposit Due	Unpaid \$50.00
Estimated Amount Due	\$500.00
Price Per Person	\$0.00

If payment for this event will be sent via mail, please remit to the following address:
Attn: Marketing & Events, PO Box 73055, Washington DC 20056

*Checks should be made payable to Busboys and Poets

FINAL PAYMENT IS DUE ON THE DAY OF THE EVENT*

**If pre-ordered food and beverage (F&B) exceeds \$1,000 a F&B charge in the amount of 50% of the expected total will be charged prior to the event date.*

*A signed copy of this agreement must be received 48 hours prior to the event date. If not received, we reserve the right to cancel the event.



TERMS OF AGREEMENT

Thank you for choosing Busboys and Poets! Now for the serious stuff...

Busboys and Poets - 5th & K

1025 5th St. NW, Washington, District of Columbia 20001 P: 202-789-2227 F: 202-332-6436

fees & discounts

Non-profit organizations are eligible for our Non-profit Discount – 50% off the regular room and audiovisual (A/V) fees – by providing a copy of their 501(c)(3) Certificate/Tax ID#. The non-profit discount does not apply to food and beverage and is available Sunday – Wednesday after 5pm only.

Sales TAX (DC 10% / VA 10% / MD 6%) and SERVICE FEE (18%) will apply to the total food and beverage amount. If the organization is tax exempt, a tax exemption ID must be provided to waive applicable sales tax.

Events are considered confirmed only after a valid credit card number is provided to reserve the space and a non-refundable \$50 DEPOSIT is provided. This amount is deducted from the total event cost.

payment

The balance owed for any event is due on the day of the event (no exceptions). If no other form of payment is provided, the credit card on file will be charged. If payment will be made via check, the check must be received 48 hours prior to the event date. A valid credit card number must be provided regardless of method of payment.

If pre-ordered food and beverage (F & B) exceeds \$1,000 a F & B deposit in the amount of 50% of the expected total may be charged prior to the event date.

cancellation policy

If you must cancel your booking a cancellation fee may apply depending upon the time of cancellation.

(time of cancellation)	(cancellation fee)
Anytime after the event booking	10% of the total invoiced amount or forfeiture of the \$50 deposit, whichever is greater
Within 8-21 days of the event	25% of the total invoiced amount
Within 7 days of the event	50% of the total invoiced amount

We must receive the cancellation in writing. The notice may be mailed (attn: Marketing & Events, PO Box 73055 Washington, DC 20056) or emailed to an Events Coordinator.

food & beverage

Final menu selections must be received 10 business days prior to the event date. Reception platters must be ordered for at least 60% of the final headcount or enough for 30 guests minimum, whichever number is greater.

Drink tickets are non-refundable and non-reusable.

A final headcount must be received 48 business hours prior to the event date. The number provided will be used for invoicing. If not received, the last given number will be used. Charges will be based on the final headcount or actual attendance, whichever is greater.

If the event is not catered, our regular menu will be available. We do not stop food and beverage service during any event.

event day

Thirty (30) minutes is provided at no expense for setup/sound-check before the event start time. The event space must be cleared at or before the scheduled ending time. If not, additional room charges may apply.

For **tickets sold at the door**, Busboys and Poets is entitled to 40% of total sales for for-profit organizations and 20% for non-profit organizations. If there is a suggested donation, meaning there is no required admittance charge and no one is turned away for non-payment, Busboys and Poets will not take a percentage of the collection.

to the specified technical requirements and check in intermittently.

Deliveries should be made the day of the event with any equipment, props, or other materials removed immediately after the event. Items dropped off more than 30 minutes prior to the event require pre-approval by a member of the Events Team. Busboys and Poets is not responsible for any missing or left behind items.

All merchandise sales on our premises, including books, must be pre-approved by a member of the Events Team.

marketing & promo

We have found that the most well attended events are those that have been heavily promoted and marketed by the sponsoring individual or organization. Upon approval and at Busboys and Poets' sole discretion, events may be placed on the busboysandpoets.com website calendar. Additionally, Busboys and Poets sends a weekly e-newsletter of public events.

The **event title, description and images must be received at least 2 weeks prior** to the scheduled event date in order to be considered for inclusion on the calendar and in the e-newsletter.

Use of the Busboys and Poets logo must be approved by a member of the Events team.

Busboys and Poets may decide to promote via social media events held in our stores. Busboys and Poets makes no guarantee of such promotion. Hosting groups are welcomed to tag "@busboysandpoets" on Twitter or mention "Busboys and Poets" in their own social media campaigns for the purpose of promoting an event held at Busboys and Poets.

**By signing below you agree to the above outlined Terms of Agreement.
Once signed please submit via fax (202) 332-6436 or email.**

Client Signature

Printed Name: Jo Ellen Kaiser

Signed: 1/29/2017 at 8:59pm





Busboys and Poets - 5th & K

1025 5th St. NW, Washington, District of Columbia 20001 P: 202-789-2227 F: 202-332-6436

CREDIT CARD AUTHORIZATION FORM

By providing credit card information below, you accept the terms of agreement and consider the reservation confirmed. If alternative payment is not extended during your stay, the total balance of all charges incurred will be applied with your consent to this credit card, with your authorization.

*A \$50.00 non-refundable deposit will post to this account.

Credit Card Authorization