Event Agreement

I understand and agree to the following:

Deposits – 50% of the total event cost is required to reserve the event date and services of Catered Too. The balance is due on the day of the event. Deposits are non-refundable but may be transferable to another event.

Guaranteed Guest Count – Catered Too will need the guaranteed minimum guest count 10 days prior to your event. You cannot decrease your count from this number, but may add additional guests up until 3 days prior to the event. Please understand that your proposal was based on a minimum number of guests and if the guest count falls below the proposed number, the price per person may increase.

Left over food - when there is food (kept at a safe temperature) left over after an event, Catered Too will donate the food to the City Teams Rescue Mission on your behalf. Because of insurance and safety reasons, we cannot allow guests to take food home.

City of Menlo Park
Event Date: Tue, Dec 2, 2014, 20:00
Number of Guests: 60
Location: Arillaga Family Recreation Center

I have read and understand the policies of Catered Too:

Client Signature: [Signature] Date: 11/21/14

Catered Too Signature: [Signature] Date: 11/25/2014
Event Date: Tue, December 2, 2014, 8:00 PM
Location: Arillaga Family Recreation Center
Event Coordinator: Annie Bradfield
Confirmation Deposit: $2,269.28
Contract No.: 10542

Price Summary

City of Menlo Park Reception
Hors d'oeuvres & Stations for 60
December 2, 2014

$44.90 per person

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost per Person</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOOD</td>
<td>$27.95</td>
<td>$1,677.00</td>
</tr>
<tr>
<td>BEVERAGES</td>
<td>$16.95</td>
<td>$1,017.00</td>
</tr>
<tr>
<td>RENTALS</td>
<td></td>
<td>$195.00</td>
</tr>
<tr>
<td>STAFF LABOR</td>
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<td>$610.00</td>
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<tr>
<td><strong>SUB TOTAL</strong></td>
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<td>$3,499.00</td>
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<tr>
<td><strong>19% PRODUCTION</strong></td>
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<td>$664.81</td>
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<tr>
<td><strong>9% SALES TAX</strong></td>
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<td>$374.74</td>
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<tr>
<td><strong>TOTAL PRICE</strong></td>
<td></td>
<td>$4,538.55</td>
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</tbody>
</table>

Accepted by: [Signature]

Date Accepted: 11.25.14

325 Demeter Street • E. Palo Alto, CA 94303
650-240-2300; Fax: 650-462-1810 • www.cateredtoo.com

by: Annie Bradfield 11/25/2014...1:59 PM

Order #10542
City of Menlo Park Reception

Tuesday, December 2, 2014
Hors D'oeuvres & Stations For 60

Tray Passed Hors d'oeuvres
Lobster Pot Pie
delicate pastry filled with Maine lobster, leek and corn

Maple Ginger Beef
petite skewers with arugula pesto

Butternut Squash Empanadas
filled with dried cranberries, currants and crumbled pecans

Reindeer Snack at the Bar
Sun Dried Tomato & Pesto Torta
layered with goat cheese, fresh pesto, sun dried tomatoes and pine nuts and served with crackers

Urban Tavern
Tender Braised Beef Shortribs
tender and delicious wine braised boneless shortribs

Winter Vegetable Ragu
fresh tomatoes and eggplant sautéed with fresh garlic and herbs served over

Caramelized Shallot Mashed Potatoes
fluffy mashed potatoes infused with butter and shallots garnished with citrus gremolata served in a martini glass
Form W-9 (Rev. 8-2013)

Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)
Catered Too, Inc.

Business name/described entity name, if different from above
Catered Too, Cafe Too, Savory & Sweet

Print or type on page 2.

Exemptions (see instructions):
Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

Check appropriate box for federal tax classification:

□ Individual sole proprietor
□ C Corporation
□ S Corporation
□ Partnership
□ Trust/estate

□ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)

Address (number, street, and apt. or suite no.)
325 Demeter Street
City, state, and ZIP code
East Palo Alto, CA 94303

List account number(s) here (optional)

Social security number

Employer identification number

[Signature of U.S. person]

Date

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (defined below), and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an Individual Retirement Arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as regulation enacted after we release it) will be posted on that page.

Purpose of Form
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, or contributions made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien,
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
• An estate (other than a foreign estate), or
• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.