

SPECIFICATIONS

Scope of Service

Contractor to provide catering services for two retreats entitled "Faculty Weekend Writing Retreat: A Sustainable Model for the Professional Development of Faculty of Color and Women Faculty" in conjunction with The Frederick Douglass Institute at Indiana University of Pennsylvania (IUP).

Date of Service

Upon approval of contract, services will be provided July 30, 31, 2009, August 1, 2, 2009 and August 13, 14, 15, 16, 2009 at Contractor's facility.

Description of Services

Meeting Room Accommodations

Contractor to provide meeting room accommodations (Parlour Suite 118) to accommodate approximately 30 people.

July 30, 31, 2009; and August 1, 2, 2009

August 13, 14, 15, 16, 2009

Room setup – Hospitality or Existing Set-Up

Cost: Room Rental @ \$25.00/day	
\$25.00/day x 8 days =	\$200.00
20% Service Charge	\$ 40.00

Meals

July 30, 2009

Toftrees Afternoon Conference Break

Gallery – 2:00 pm – 3:00 pm

Menu: Season Pita Chips with Hummus and Baba Ghanoush Tomato Basil Relish; Assorted Scones; Regular Coffee, Decaffeinated Coffee, Iced Tea, and Hot Tea.

Cost: \$4.95/person x 30 people (est)	\$148.50
20% Gratuity Charge =	\$ 29.70

Grand Buffet

Gallery – 5:00 pm to 6:00 pm

Menu: Vegetable Crudités with Dipping Sauce; Toftrees Garden Salad with a Selection of Dressings; Chef's Choice of Accompanying Salad; Fresh Bakery Basket; Potato du Jour; Vegetable du Jour, Classic Carrot Cake; Regular Coffee, Decaffeinate Coffee, Iced Tea and Iced Water.

Participants will select one of the two following Grand Buffets:

- Tri-Colored Tortellini with Julienne Vegetables and Roasted Red Peppers Couli
- Filet of Sole Stuffed with Lump Crabmeat Laced with a Lemon Caper Vin Blanc

Cost: \$24.95/person x 30 people (est)	\$748.50
20% Gratuity Charge	\$149.70

August 1, 2009

Breakfast - The Sunrise Buffet

Gallery – 8:00 am – 9:00 am

Menu: Specialty Danish, Gourmet Muffins and Bagels; Butter, Preserves and Cream Cheese; Arrangement of Seasonal Fruit; Scrambled Eggs; Cinnamon French Toast; Breakfast Potatoes; Smoked Bacon and Sweet Sausage; Orange, Apple and Cranberry Juices; Full Selection of Cold Cereals; Regular Coffee, Decaffeinated Coffee, and Hot Tea.

Cost: \$9.95/person x 30 people (est) \$298.50
20% Gratuity Charge = \$ 59.70

Lunch - Par Three

Gallery – 12:00 pm – 1:00 pm

Menu: Soup du Jour, Grilled Chicken Salad with Garden Greens Topped with Roma Tomatoes, Cucumbers, Monterey Jack and Cheddar Cheeses and Finished with a Creamy Garlic Dressing; Regular Coffee; Decaffeinated Coffee and Iced Tea; Chef's Dessert.

Cost: \$13.95/person x 30 people = \$418.50
20% Gratuity Charge = \$ 83.70

Dinner - Napoleon's Retreat

Gallery – 5:00 pm – 6:00 pm

Menu: Caesar Salad; Tomato, Cucumber Salad; Fresh Bakery Basket; Rice du Jour; Sautéed Vegetables, New York Style Cheesecake with Cherry; Regular Coffee, Decaffeinated Coffee, and Iced Tea.

Participants to select one of the following two Napoleon's Retreat:

- Vegetable Lasagna
- Herb Crusted Chicken with a Roasted Garlic Cream Sauce

Cost: \$21.95/person x 30 people (est) \$658.50
20% Gratuity Charge = \$131.70

August 2, 2009

Breakfast -The Sunrise Buffet

Gallery 8:00 am – 9:00 am

Menu: Specialty Danish; Gourmet Muffins and Bagels; Butter, Preserves and Cream Cheese; Arrangement of Seasonal Fruit; Scrambled Eggs with Vegetables and Cheese; Blueberry Pancakes; Breakfast Potatoes; Smoked Bacon and Sweet Sausage; Orange, Apple and Cranberry Juices; Full Selection of Cold Cereals; Regular Coffee, Decaffeinated Coffee, and Hot Tea.

Cost: \$9.95/person x 30 people (est) = \$298.50
20% Gratuity Charge = \$ 59.70

Lunch- Assorted Wrap Display

Gallery – 12:00 (noon) - 1:00 pm

Menu: Soup du Jour; Assorted Deli Wraps; Gourmet Cookies and Brownies; Regular Coffee, Decaffeinated Coffee and Iced Tea.

Cost: \$10.95/person x 30 people (est) \$328.50
20% Gratuity Charge \$ 65.70

Meals

August 13, 2009

Toftrees Afternoon Conference Break

Gallery – 2:00 pm – 3:00 pm

Menu: Season Pita Chips with Hummus and Baba Ghanoush Tomato Basil Relish; Assorted Scones; Regular Coffee, Decaffeinated Coffee, Iced Tea, and Hot Tea.

Cost: \$4.95/person x 30 people (est) \$148.50
20% Gratuity Charge = \$ 29.70

Grand Buffet

Gallery – 5:00 pm to 6:00 pm

Menu: Vegetable Crudités with Dipping Sauce; Toftrees Garden Salad with a Selection of Dressings; Chef's Choice of Accompanying Salad; Fresh Bakery Basket; Potato du Jour; Vegetable du Jour, Classic Carrot Cake; Regular Coffee, Decaffeinate Coffee, Iced Tea and Iced Water.

Participants will select one of the two following Grand Buffets:

- Tri-Colored Tortellini with Julienne Vegetables and Roasted Red Peppers Couli
- Filet of Sole Stuffed with Lump Crabmeat Laced with a Lemon Caper Vin Blanc

Cost: \$24.95/person x 30 people (est) \$748.50
20% Gratuity Charge \$149.70

August 15, 2009

Breakfast - The Sunrise Buffet

Gallery – 8:00 am – 9:00 am

Menu: Specialty Danish, Gourmet Muffins and Bagels; Butter, Preserves and Cream Cheese; Arrangement of Seasonal Fruit; Scrambled Eggs, Cinnamon French Toast; Breakfast Potatoes; Smoked Bacon and Sweet Sausage; Orange, Apple and Cranberry Juices; Full Selection of Cold Cereals; Regular Coffee, Decaffeinated Coffee, and Hot Tea.

Cost: \$9.95/person x 30 people (est) \$298.50
20% Gratuity Charge = \$ 59.70

Lunch - Par Three

Gallery – 12:00 pm – 1:00 pm

Menu: Soup du Jour, Grilled Chicken Salad with Garden Greens Topped with Roma Tomatoes, Cucumbers, Monterey Jack and Cheddar Cheeses and finished with a Creamy Garlic Dressing; Regular Coffee; Decaffeinated Coffee and Iced Tea; Chef's Dessert.

Cost: \$13.95/person x 30 people = \$418.50
20% Gratuity Charge = \$ 83.70

Dinner - Napoleon's Retreat

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Menu: Caesar Salad; Tomato, Cucumber Salad; Fresh Bakery Basket; Rice du Jour; Sautéed Vegetables, New York Style Cheesecake with Cherry; Regular Coffee, Decaffeinated Coffee, and Iced Tea.

Participants to select one of the following two Napoleon's Retreat:

- Vegetable Lasagna
- Herb Crusted Chicken with a Roasted Garlic Cream Sauce

Cost: \$21.95/person x 30 people (est) \$658.50
20% Gratuity Charge = \$131.70

August 16, 2009

Breakfast -The Sunrise Buffet

Gallery 8:00 am – 9:00 am

Menu: Specialty Danish; Gourmet Muffins and Bagels; Butter, Preserves and Cream Cheese; Arrangement of Seasonal Fruit; Scrambled Eggs with Vegetables and Cheese; Blueberry Pancakes; Breakfast Potatoes; Smoked Bacon and Sweet Sausage; Orange, Apple and Cranberry Juices; Full Selection of Cold Cereals; Regular Coffee, Decaffeinated Coffee, and Hot Tea.

Cost: \$9.95/person x 30 people (est) =	\$298.50
20% Gratuity Charge =	\$ 59.70

Lunch- Assorted Wrap Display

Gallery – 12:00 (noon) - 1:00 pm

Menu: Soup du Jour; Assorted Deli Wraps; Gourmet Cookies and Brownies; Regular Coffee, Decaffeinated Coffee and Iced Tea.

Cost: \$10.95/person x 30 people (est)	\$328.50
20% Gratuity Charge	\$ 65.70

TOTAL CONTRACT AMOUNT NOT TO EXCEED\$10,428.00

Contact Person

Any questions regarding this retreat should be directed to Veronica Watson, The Frederick Douglass Institute, at (724) 357-4940.

Other Terms and Conditions

IUP will only be responsible for charges as listed on the Agreement. All other charges must be collected directly from participants by the Contractor.

Contact Name:	Dr. Veronica Watson	Contract Number:	23200
Address:	Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Catering Mgr:	Laura Phillippi
Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Thursday, July 30, 2009

Function	Time	Room	Set-up	Exp/Gtd	Rental
Hospitality	06:00 AM - 11:59 PM	Parlour Suite 118	Hospitality or Existing Set-Up	30 / 0	\$25.00
Post as: PASSHE Writing Retreat					
Guarantee due 5 business days prior to event. No food or beverage can be brought in or taken out of function. Please note that our pricing does not include 8% sales tax and 20% service charge.					
Robert L. Bowser, Jr.					
Dr. Veronica Watson		05/29/09	Laura Phillippi		05/29/09
Organization Authorized Signature			Director of Sales		

Contact Name:	Dr. Veronica Watson	Contract Number:	23200
Address:	Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Catering Mgr:	Laura Phillippi
Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Thursday, July 30, 2009

Function	Time	Room	Set-up	Exp/Gtd	Rental
Meals	02:00 PM - 10:00 PM	Gallery	Banquet Style	30 / 0	COMP
Post as: PASSHE Writing Retreat					

Food

Gallery 02:00 PM To 03:00 PM
Toftrees Afternoon Conference Break @ \$4.95 Per Person
Exp 30 / Gtd / Set
 Regular Coffee, Decaf Coffee, Iced Tea, and Hot Tea
 Assorted Scones
 Seasoned Pita Chips with Hummus and Baba Ghanoush Tomato-Basil Relish

Gallery 05:00 PM To 06:00 PM
Toftrees Grand Buffet (Two Selections) @ \$24.95 Per Person
Exp 30 / Gtd / Set
 Vegetable Crudite with Dipping Sauce
 Toftrees Garden Salad with a Selection of Dressings
 Chef's Choice of Accompanying Salad
 Fresh Bakery Basket
 Potato du Jour
 Vegetable du Jour

 Tri-Colored Tortellini with Julienne Vegetables and a Roasted Red Peppers Couli
 Filet of Sole Stuffed with Stuffed with Lump Crabmeat Laced with a Lemon Caper Vin Blanc

 Classic Carrot Cake
 Regular Coffee, Decaf Coffee, Iced Tea, and Iced Water

Guarantees due 5 business days prior to event. No food or beverage can be brought in or taken out of function. Please note that our pricing does not include 6% sales tax and 20% service charge.

Robert L. Bowser, Jr.

Dr. Veronica Watson
Organization Authorized Signature

05/29/09

Laura Phillippi
Director of Sales

05/29/09



SP# 4000018470
Attachment B

One Country Club Lane
State College, PA 16803
Tel: (814) 234-8000 * Fax: (814) 234-1290

Contact Name:	Dr. Veronica Watson	Contract Number:	23200
Address:	Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Catering Mgr:	Laura Phillippi
Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Friday, July 31, 2009

Function	Time	Room	Set-up	Exp/Gtd	Rental
Hospitality	06:00 AM - 11:59 PM	Parlour Suite 118	Hospitality or Existing Set-Up	30 / 0	\$25.00
Post as: PASSHE Writing Retreat					
Guarantee due 5 business days prior to event. No food or beverage can be brought in or taken out of function. Please note that our pricing does not include 6% sales tax and 20% service charge.					
Robert L. Bowser, Jr.					
Dr. Veronica Watson		05/29/09	Laura Phillippi		05/29/09
Organization Authorized Signature			Director of Sales		

Handwritten initials

Handwritten initials

Customer Initials _____

Contact Name: Dr. Veronica Watson	Contract Number: 23200
Address: Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Catering Mgr: Laura Phillippi
Telephone: 724-357-4940	Sales Manager: Laura Phillippi
Fax:	Booking Name: PASSHE Writing Retreat
	On Site Contact: Dr. Veronica Watson

Friday, July 31, 2009

Function	Time	Room	Set-up	Exp/Gtd	Rental
Meals	08:00 AM - 10:00 PM	Gallery	Banquet Style	30 / 0	COMP
Post as: PASSHE Writing Retreat					

Food:

Gallery 08:00 AM To 09:00 AM
The Sunrise Buffet @ \$9.95 Per Person
Exp 30 / Gtd / Set

****Starters****
Orange, Apple, and Cranberry Juices
Full Selection of Cold Cereals
Regular Coffee, Decaf Coffee, and Hot Tea

****Bakery Display****
Specialty Danish, Gourmet Muffins and Bagels
Butter, Preserves and Cream Cheese

****Fresh Fruit Display****
Arrangement of Seasonal Fruit

****Traditional****
Scrambled Eggs
Buttermilk Pancakes
Breakfast Potatoes
Smoked Bacon and Sweet Sausage

Gallery 12:00 PM To 01:00 PM
Assorted Mini Sandwiches @ \$9.95 Per Person
Exp 30 / Gtd / Set

Soup du Jour
Assorted Deli Meats and Cheese with Lettuce and Tomato on Mini Rolls
Regular Coffee, Decaffeinated Coffee and Iced Tea
Gourmet Cookies and Brownies

Gallery 05:00 PM To 06:00 PM
Toftrees Grand Buffet (Two Selections) @ \$24.95 Per Person
Exp 30 / Gtd / Set

Vegetable Crudite with Dipping Sauce
Pasta Salad

Toftrees Garden Salad with a Selection of Dressings
Mashed Potatoes
Green Beans Almondine

Herb Polenta with Marinated Vegetables, Sautéed Lentils and a Red Pepper
Coul
Baked Chicken Stuffed with Spinach, Tomatoes and Jack Cheese, Served
with Herb Nage

Chocolate Cherry Parfait with Chantilly Cream
Regular Coffee, Decaf Coffee, and Hot Tea

Contact Name:	Dr. Veronica Watson	Contract Number:	23200
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Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Friday, July 31, 2009

~~Guarantee due 5 business days prior to event. No food or beverage can be brought in or taken out of function. Please note that our pricing does not include 6% sales tax and 20% service charge.~~

Robert L. Bowser, Jr.

Dr. Veronica Watson	05/29/09	Laura Phillippi	05/29/09
Organization Authorized Signature		Director of Sales	

Handwritten initials: LR

Handwritten initials: LR

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Address:	Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Catering Mgr:	Laura Phillippi
Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Saturday, August 01, 2009

Function	Time	Room	Set-up	Exp/Gtd	Rental
Hospitality	06:00 AM - 11:59 PM	Parlour Suite 118	Hospitality or Existing Set-Up	30 / 0	\$25.00
Post as: PASSHE Writing Retreat					
Guarantee due 5 business days prior to event. No food or beverage can be brought in or taken out of function. Please note that our pricing does not include 6% sales tax and 20% service charge.					
Robert L. Bowser, Jr.					
Dr. Veronica Watson		05/29/09	Laura Phillippi		05/29/09
Organization Authorized Signature			Director of Sales		

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Telephone: 724-357-4940	Sales Manager: Laura Phillippi
Fax:	Booking Name: PASSHE Writing Retreat
	On Site Contact: Dr. Veronica Watson

Saturday, August 01, 2009

Function	Time	Room	Set-up	Exp/Gtd	Rental
Meals	07:00 AM - 10:00 PM	Gallery	Banquet Style	30 / 0	COMP
Post as: PASSHE Writing Retreat					

Food

Gallery 08:00 AM To 09:00 AM

The Sunrise Buffet @ \$9.95 Per Person
Exp 30 / Gtd / Set

****Starters****

Orange, Apple, and Cranberry Juices
Full Selection of Cold Cereals
Regular Coffee, Decaf Coffee, and Hot Tea

****Bakery Display****

Specialty Danish, Gourmet Muffins and Bagels
Butter, Preserves and Cream Cheese

****Fresh Fruit Display****

Arrangement of Seasonal Fruit

****Traditional****

Scrambled Eggs
Cinnamon French Toast
Breakfast Potatoes
Smoked Bacon and Sweet Sausage

Gallery 12:00 PM To 01:00 PM

Par Three @ \$13.95 Per Person
Exp 30 / Gtd / Set

Soup du Jour

Chef's Accompaniments

Grilled Chicken Salad with Garden Greens Topped with Roma Tomatoes,
Cubumbers, Monterey Jack and Cheddar Cheeses, and Finished with a
Creamy Garlic Dressing

Regular Coffee, Decaffeinated Coffee and Iced Tea
Chef's Dessert

Gallery 05:00 PM To 06:00 PM

Napoleon's Retreat (Two Selections) @ \$21.95 Per Person
Exp 30 / Gtd / Set

Antipasta Display

Caesar Salad

Tomato Cucumber Salad
Fresh Bakery Basket

Rice du Jour

Sauteed Vegetables
Vegetable Lasagna

Herb Crusted Chicken with a Roasated Garlic Cream Sauce

New York Style Cheesecake with Cherry

Contact Name:	Dr. Veronica Watson	Contract Number:	23200
Address:	Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Catering Mgr:	Laura Phillippi
Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Saturday, August 01, 2009

Food
Regular Coffee, Decaf Coffee, and Iced Tea

Guarantee due 5 business days prior to event. No food or beverage can be brought in or taken out of function. Please note that our pricing does not include 6% sales tax and 20% service charge.

Robert L. Bowser, Jr.

Dr. Veronica Watson	05/29/09	Laura Phillippi	05/29/09
Organization Authorized Signature		Director of Sales	

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Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Sunday, August 02, 2009					
Function	Time	Room	Set-up	Exp/Gtd	Rental
Hospitality	06:00 AM - 11:59 PM	Parlour Suite 118	Hospitality or Existing Set-Up	30 / 0	\$25.00
Post as: PASSHE Writing Retreat					
Guarantee due 5 business days prior to event. No food or beverage can be brought in or taken out of function. Please note that our pricing does not include 6% sales tax and 20% service charge.					
Robert L. Bowser, Jr.					
Dr. Veronica Watson		05/29/09	Laura Phillippi		05/29/09
Organization Authorized Signature			Director of Sales		

Handwritten initials

Handwritten initials

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Address:	Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Contract Mgr:	Laura Phillippi
Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Book Name:	PASSHE Writing Retreat
		On-site Contact:	Dr. Veronica Watson

Sunday, August 23, 2009

Function	Time	Room	Set-up	Exp/Gtd	Rental
Meals	07:00 AM - 08:00 PM	Gallery	Banquet Style	30 / 0	COMP

Post as: PASSHE Writing Retreat

~~12:00 noon - 1:00 pm~~
~~Gallery 07:00 AM To 08:00 PM~~
Assorted Wrap Display @ \$10.95 Per Person
Exp 30 / Gtd / Set
Soup du Jour
Assorted Deli Wraps
Regular Coffee, Decaffeinated Coffee and Iced Tea
Gourmet Cookies and Brownies

Gallery 08:00 AM To 09:00 AM
The Sunrise Buffet @ \$9.95 Per Person
Exp 30 / Gtd / Set
****Starters****
Orange, Apple, and Cranberry Juices
Full Selection of Cold Cereals
Regular Coffee, Decaf Coffee, and Hot Tea

****Bakery Display****
Specialty Danish, Gourmet Muffins and Bagels
Butter, Preserves and Cream Cheese

****Fresh Fruit Display****
Arrangement of Seasonal Fruit

****Traditional****
Scrambled Egg with Vegetables and Cheese
Blueberry Pancakes
Breakfast Potatoes
Smoked Bacon and Sweet Sausage

Guarantee due 5 business days prior to event. No food or beverage can be brought out of function. Please note that our pricing does not include 8% sales tax and 20% service charge.

Robert L. Bowser, Jr.

Dr. Veronica Watson	05/29/09	Laura Phillippi	05/29/09
Organization Authorized Signature		Director of Sales	

Contact Name:	Dr. Veronica Watson	Contract Number:	25950
Address:	Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Catering Mgr:	Laura Phillippi
Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Thursday, August 13, 2009					
Function	Time	Room	Set-up	Exp/Gtd	Rental
Hospitality	06:00 AM - 11:59 PM	Parlour Suite 118	Hospitality or Existing Set-Up	30 / 0	\$25.00
Post as: PASSHE Writing Retreat					
Guarantee due 5 business days prior to event. No food or beverage can be brought in or taken out of function. Please note that our pricing does not include 6% sales tax and 20% service charge.					
Robert L. Bowser, Jr.					
Dr. Veronica Watson		06/11/09	Laura Phillippi		06/11/09
Organization Authorized Signature			Director of Sales		

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Contact Name: Dr. Veronica Watson	Contract Number: 25950
Address: Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Catering Mgr: Laura Phillippi
Telephone: 724-357-4940	Sales Manager: Laura Phillippi
Fax:	Booking Name: PASSHE Writing Retreat
	On Site Contact: Dr. Veronica Watson

Thursday, August 13, 2009					
Function	Time	Room	Set-up	Exp/Gtd	Rental
Meals	02:00 PM - 10:00 PM	Gallery	Banquet Style	30 / 0	COMP
Post as: PASSHE Writing Retreat					

Food

Gallery 02:00 PM To 03:00 PM
Toftrees Afternoon Conference Break @ \$4.95 Per Person
Exp 30 / Gtd / Sat
Regular Coffee, Decaf Coffee, Iced Tea, and Hot Tea
Assorted Scones
Seasoned Pita Chips with Hummus and Baba Ghanoush Tomato-Basil Relish

Gallery 05:00 PM To 06:00 PM
Toftrees Grand Buffet (Two Selections) @ \$24.95 Per Person
Exp 30 / Gtd / Sat
Vegetable Crudite with Dipping Sauce
Toftrees Garden Salad with a Selection of Dressings
Chef's Choice of Accompanying Salad
Fresh Bakery Basket
Potato du Jour
Vegetable du Jour

Tri-Colored Tortellini with Julienne Vegetables and a Roasted Red Peppers Coull
Filet of Sole Stuffed with Stuffed with Lump Crabmeat Laced with a Lemon Caper Vin Blanc

Classic Carrot Cake
Regular Coffee, Decaf Coffee, Iced Tea, and Iced Water

Guarantee due 5 business days prior to event. No food or beverage can be brought in or taken out of function. Please note that our pricing does not include 6% sales tax and 20% service charge.

Robert L. Bowser, Jr.
 Dr. Veronica Watson 06/11/09
 Organization Authorized Signature _____
 Laura Phillippi 06/11/09
 Director of Sales

Contact Name:	Dr. Veronica Watson	Contract Number:	25950
Address:	Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Catering Mgr:	Laura Phillippi
Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Friday, August 14, 2009

Function	Time	Room	Set-up	Exp/Gtd	Rental
Hospitality	06:00 AM - 11:59 PM	Parlour Suite 118	Hospitality or Existing Set-Up	30 / 0	\$25.00
Post as: PASSHE Writing Retreat					
Guarantee due 5 business days prior to event. No food or beverage can be brought in or taken out of function. Please note that our pricing does not include 6% sales tax and 20% service charge.					
Robert L. Bowser, Jr.					
Dr. Veronica Watson		06/11/09	Laura Phillippi		06/11/09
Organization Authorized Signature			Director of Sales		

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Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Friday, August 14, 2009					
Function	Time	Room	Set-up	Exp/Gtd	Rental
Meals	08:00 AM - 10:00 PM Post as: PASSHE Writing Retreat	Gallery	Banquet Style	30 / 0	COMP

Food
<p>Gallery 08:00 AM To 09:00 AM The Sunrise Buffet @ \$9.95 Per Person Exp 30 / Gtd / Sat ****Starters**** Orange, Apple, and Cranberry Juices Full Selection of Cold Cereals Regular Coffee, Decaf Coffee, and Hot Tea *** ****Bakery Display**** Specialty Danish, Gourmet Muffins and Bagels Butter, Preserves and Cream Cheese *** ****Fresh Fruit Display**** Arrangement of Seasonal Fruit *** ****Traditional**** Scrambled Eggs Buttermilk Pancakes Breakfast Potatoes Smoked Bacon and Sweet Sausage</p>
<p>Gallery 12:00 PM To 01:00 PM Assorted Mini Sandwiches @ \$9.95 Per Person Exp 30 / Gtd / Sat Soup du Jour Assorted Deli Meats and Cheese with Lettuce and Tomato on Mini Rolls Regular Coffee, Decaffeinated Coffee and Iced Tea Gourmet Cookies and Brownies</p>
<p>Gallery 05:00 PM To 06:00 PM Toftrees Grand Buffet (Two Selections) @ \$24.95 Per Person Exp 30 / Gtd / Sat Vegetable Crudite with Dipping Sauce Pasta Salad Toftrees Garden Salad with a Selection of Dressings Mashed Potatoes Green Beans Almondine *** Herb Polenta with Marinated Vegetables, Sauteed Lentils and a Red Pepper Coulli Baked Chicken Stuffed with Spinach, Tomatoes and Jack Cheese, Served with Herb Nage *** Chocolate Cherry Parfait with Chantilly Cream Regular Coffee, Decaf Coffee, and Hot Tea</p>



SP# 4000018470

Attachment B

One Country Club Lane

State College, PA 16803

Tel: (814) 234-8000 * Fax (814) 234-1290

Contact Name:	Dr. Veronica Watson	Contract Number:	25950
Address:	Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Catering Mgr:	Laura Phillippi
Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Friday, August 14, 2009

Guarantees due 5 business days prior to event. No food or beverage can be brought in or taken out of function. Please note that our pricing does not include 6% sales tax and 20% service charge.

Robert L. Bowser, Jr.

Dr. Veronica Watson	06/11/09	Laura Phillippi	06/11/09
Organization Authorized Signature		Director of Sales	

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Contact Name:	Dr. Veronica Watson	Contract Number:	25950
Address:	Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Catering Mgr:	Laura Phillippi
Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Saturday, August 15, 2009					
Function	Time	Room	Set-up	Exp/Gtd	Rental
Hospitality	06:00 AM - 11:59 PM	Parlour Suite 118	Hospitality or Existing Set-Up	30 / 0	\$25.00
Post as: PASSHE Writing Retreat					
Guarantee due 5 business days prior to event. No food or beverage can be brought in or taken out of function. Please note that our pricing does not include 6% sales tax and 20% service charge.					
Robert L. Bowser, Jr.					
Dr. Veronica Watson		06/11/09	Laura Phillippi	06/11/09	
Organization Authorized Signature			Director of Sales		

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Contact Name:	Dr. Veronica Watson	Contract Number:	25950
Address:	Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Catering Mgr:	Laura Phillippi
Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Saturday, August 15, 2009					
Function	Time	Room	Set-up	Exp/Gtd	Rental
Meals	07:00 AM - 10:00 PM	Gallery	Banquet Style	30 / 0	COMP
Post as: PASSHE Writing Retreat					

Food

Gallery 08:00 AM To 09:00 AM
The Sunrise Buffet @ \$9.95 Per Person
Exp 30 / Gtd / Set

****Starters****
Orange, Apple, and Cranberry Juices
Full Selection of Cold Cereals
Regular Coffee, Decaf Coffee, and Hot Tea

****Bakery Display****
Specialty Danish, Gourmet Muffins and Bagels
Butter, Preserves and Cream Cheese

****Fresh Fruit Display****
Arrangement of Seasonal Fruit

****Traditional****
Scrambled Eggs
Cinnamon French Toast
Breakfast Potatoes
Smoked Bacon and Sweet Sausage

Gallery 12:00 PM To 01:00 PM
Par Three @ \$13.95 Per Person
Exp 30 / Gtd / Set

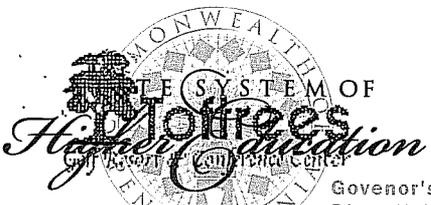
Soup du Jour
Chef's Accompaniments
Grilled Chicken Salad with Garden Greens Topped with Roma Tomatoes,
Cubumbers, Monterey Jack and Cheddar Cheeses, and Finished with a
Creamy Garlic Dressing
Regular Coffee, Decaffeinated Coffee and Iced Tea
Chef's Dessert

Gallery 05:00 PM To 06:00 PM
Napoleon's Retreat (Two Selections) @ \$21.95 Per Person
Exp 30 / Gtd / Set

Antipasta Display
Caesar Salad
Tomato Cucumber Salad
Fresh Bakery Basket

Rice du Jour
Sauteed Vegetables
Vegetable Lasagna
Herb Crusted Chicken with a Roasated Garlic Cream Sauce

New York Style Cheesecake with Cherry



SP# 4000018470
Attachment B

One Country Club Lane
State College, PA 16803
Tel: (814) 234-8000 * Fax: (814) 234-1290

Governor's Office of General Counsel | University Legal Counsel
Dixon University Center | 2900 North Second Street | Harrisburg, PA 17110-1201

Contact Name:	Dr. Veronica Watson	Contract Number:	25950
Address:	Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Catering Mgr:	Laura Phillippi
Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Saturday, August 15, 2009

Food
Regular Coffee, Decaf Coffee, and Iced Tea

Guarantee due 5 business days prior to event. No food or beverage can be brought in or taken out of function. Please note that our pricing does not include 6% sales tax and 20% service charge.

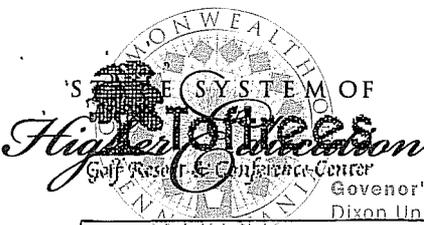
Robert L. Bowser, Jr.

Dr. Veronica Watson	06/11/09	Laura Phillippi	08/11/09
Organization Authorized Signature		Director of Sales	

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Attachment B

One Country Club Lane
State College, PA 16803
Tel: (814) 234-8000 * Fax: (814) 234-1290

Governor's Office of General Counsel | University Legal Counsel
Dixon University Center | 2986 North Second Street | Harrisburg, PA 17110-1201
Tel: 717-720-0070 | Fax: 717-720-4213 | www.pasche.edu

Contact Name:	Dr. Veronica Watson	Contract Number:	25950
Address:	Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Catering Mgr:	Laura Phillippi
Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Sunday, August 16, 2009					
Function	Time	Room	Set-up	Exp/Gtd	Rental
Hospitality	06:00 AM - 11:59 PM	Parlour Suite 118	Hospitality or Existing Set-Up	30 / 0	\$25.00
Post as: PASSHE Writing Retreat					
Guarantee due 6 business days prior to event. No food or beverage can be brought in or taken out of function. Please note that our pricing does not include 6% sales tax and 20% service charge.					
Robert L. Bowser, Jr.					
Dr. Veronica Watson		06/11/09	Laura Phillippi		06/11/09
Organization Authorized Signature			Director of Sales		

Handwritten initials

Handwritten initials



SP# 4000018470
 Attachment B
 One Country Club Lane
 State College, PA 16803
 Tel: (814) 234-8000 * Fax: (814) 234-1290

Governor's Office of General Counsel | University Legal Counsel
 Dixon University Center | 2986 North Second Street | Harrisburg, PA 17110-1201
 (717-720-4070) | Fax: (717-720-4213) | www.pashe.edu

Contact Name:	Dr. Veronica Watson	Contract Number:	25950
Address:	Indiana University of Pennsylvania 110 Leonard Hall Huntington, WV 25705	Catering Mgr:	Laura Phillippi
Telephone:	724-357-4940	Sales Manager:	Laura Phillippi
Fax:		Booking Name:	PASSHE Writing Retreat
		On Site Contact:	Dr. Veronica Watson

Sunday, August 16, 2009

Function	Time	Room	Set-up	Exp/Gtd	Rental
Meals	07:00 AM - 08:00 PM	Gallery	Banquet Style	30 / 0	COMP
Post as: PASSHE Writing Retreat					

Food

Gallery 07:00 AM To 08:00 PM
 Assorted Wrap Display @ \$10.95 Per Person
 Exp 30 / Gtd / Set
 Soup du Jour
 Assorted Deli Wraps
 Regular Coffee, Decaffeinated Coffee and Iced Tea
 Gourmet Cookies and Brownies

Gallery 08:00 AM To 09:00 AM
 The Sunrise Buffet @ \$9.95 Per Person
 Exp 30 / Gtd / Set
 ****Starters****
 Orange, Apple, and Cranberry Juices
 Full Selection of Cold Cereals
 Regular Coffee, Decaf Coffee, and Hot Tea

 ****Bakery Display****
 Specialty Danish, Gourmet Muffins and Bagels
 Butter, Preserves and Cream Cheese

 ****Fresh Fruit Display****
 Arrangement of Seasonal Fruit

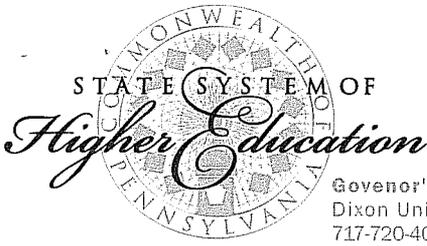
 ****Traditional****
 Scrambled Egg with Vegetables and Cheese
 Blueberry Pancakes
 Breakfast Potatoes
 Smoked Bacon and Sweet Sausage

Guarantee due 5 business days prior to event. No food or beverage can be brought in or taken out of function. Please note that our pricing does not include 8% sales tax and 20% service charge.

Robert L. Bowser, Jr.

Dr. Veronica Watson 06/11/09
 Organization Authorized Signature

Laura Phillippi 06/11/09
 Director of Sales



Governor's Office of General Counsel | University Legal Counsel
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Attachment C

SUBSTITUTE LANGUAGE FOR INDEMNIFICATION AND HOLD HARMLESS CLAUSE

Neither the contractor nor the university assumes any liabilities to each other. As to liability to each other or death to persons, or damages to property, the university and the Contractor do not waive any defenses as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State Systems of Higher Education or the university.