City Council of the City of Glenarden, Maryland
2019 Legislation

Resolution No:	**R-16-2019**
Introduced By:	**James Herring, Council Vice President**
Co-Sponsors:	
Session:	**Regular Session**
Date of Introduction:	**September 10, 2018**

A Resolution Authorizing Catering Services for Glenarden Day

WHEREAS, the City Council is promoting more community outreach; and

WHEREAS, the City Council would like to have a community event; and

WHEREAS, the City Council would like to celebrate Glenarden Day to bring the community together for a day of celebration; and

WHEREAS, the City Council would like to have the event catered; and

WHEREAS, funds have been allocated in the 2019 budget for Community Outreach

NOW, THEREFORE BE IT RESOLVED, by the City Council of Glenarden, Maryland sitting in Regular Session this **10th day of September 2018** that:

1. Two Fish and Five Loaves Bar B Que will provide catering services for Glenarden Day per attached contract.

2. The cost for the catering services will not exceed $3,500.

3. The funds will come from budget line item 10-30-10-8630

4. This resolution shall take effect immediately

Date Approved: September 10, 2018

ATTEST:

Toni Taylor, Clerk to the Council

City Council of Glenarden

Deborah Eason, President

James Herring, Vice President

Angela Ferguson, Councilwoman

R-XX-2019

A Resolution Authorizing Catering Services for Glenarden Day

Robin Jones, Councilwoman

Carolyn Smallwood, Councilwoman

-absent-

Donjuan Williams, Councilman

Celestine E. Wilson

Celestine Wilson, Councilwoman

Yea-6-

Nay-0-

Abstain-0-

TWO FISH AND FIVE LOAVES CATERING

TWO FISH & FIVE LOAVES CATERING PROPOSAL

City of Glenarden
Attention: Carolyn Smallwood

Saturday, September 22 | Gold Room, Glenarden, MD | Setup 9am - Start Time 11:00am

Hand Crafted Menu

We are pleased to present the following menu, created specifically for your special day. Being chef owned, I take pride in our menu design, cooking or completing each item on-site to ensure the highest quality possible. In Addition, we feel that is it is just as important to please the palate as well as the eye; we take great care with our presentation in our setup.

Menu

Meats (Grill & Fry Fish on Site)
BBQ Chicken (Wings)
Fried Fish (Whiting)

Sides
BBQ Baked Beans
Corn on the Cob
Garden Salad w/dressing
Corn Bread

Note: Two Fish & Five Loaves will provide Plates, Napkins, Cutlery, hot sauce, tartar sauce, take home containers

STELLAR SERVICE TEAM

Two Fish 'n Five Loaves Bar-B-Que provides your event with a stellar service team, a key part of our success is the drive to have the most talented and well-trained team too efficiently and intuitively serve the needs of each and every guest. Below is our staffing recommendation for stellar service. *Total charges for our stellar service staff are indicated in the Estimated Total table.*

Position	Start	End	Rate
Catering Manager	5:30pm	9:30pm	N/A
Grill Master (Fish Frying)	9:00am	3:00pm	$30/hr.
Sous Chef (1)	2:00am	6:00pm	N/A
Service Staff (3)	9:00am	5:00pm	$20/hr.

ESTIMATED TOTAL

Hand Crafted Menu for 200 Guest $12.00 Per Person	**$2,400.00**
Two Fish 'n Five Loaves Bar-B-Que Service Staff	**$660.00**
The estimates for our professional & friendly staff are based on the given time frame & guest count.	
Labor estimate include setup, breakdown, and service of event.	
Transportation Charges	**$included**
Outside Services Estimates (applicable rentals) Fish Fryer	**$included**
	$100.00
SUBTOTAL	**$3,060.00**
15% Gratuity	$360.00
Applicable Md 6.0% Sales Tax	$N/A
EVENT TOTAL / based on given time frame, guest count, estimated costs	**$3,420.00**

Note: We are pleased to hold a tentative for your event date and guarantee the above estimate for 3 days from today. If not confirmed with an initial 50% deposit of Total Cost, date will be back open.

Terms and Conditions
Thank you for considering Two Fish & Five Loaves Catering for your special event. This contract confirms that Two Fish & Five Loaves Catering agrees to provide the menu and servers selected for your event.

Deposit and Pricing
Please note your event and pricing is not secured until the appropriate deposit amount is paid (see above quote). We accept Credit Cards (Discover, Visa, and MasterCard) and Certified Checks for the deposit. **Please make checks payable to Two Fish & Five Loaves BBQ.** Due to the volatility of local produce and meat pricing we reserve the right to change our menu pricing, and will notify client of these changes.

- **50% non-refundable payment to reserve your date**
- **Final guest count & balance due 7 days prior to event**
- **All Payments are Non-Refundable**

Charges & Final Balances

We believe in transparency for our client, and therefore include all costs associated with venues. The original estimate is based on initial estimated guest counts. For final balances any adjustments will be made and billed to the client at the conclusion of the event for last minute additional items or extra service / staff time during the event.

Signatures

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and hereby accepted.

Client Name (Print)

_____

Client Signature

_____

Date

_____

Please Print Name
Terrance Williams

Caterer Representative
Terrance Williams / Chef - Owner

Date
8/17/2018