

HOTEL VITALE

SAN FRANCISCO



HOTEL VITALE GREEN MEETING PACKAGES - 2009

THE GREEN STANDARD

At Hotel Vitale our focus has always been Luxury, Naturally. Keeping with this theme we are excited to offer 'The Green Standard', our new green meeting programs which incorporate eco-friendly practices throughout every aspect of our meetings and events. The Green Standard encompasses the group experience from the RFP process to the program of choice and beyond. Offering eco-luxury services from arrival to departure, Hotel Vitale includes Green Standards throughout allowing us to minimize our footprint in the world and maximize sustainability for the future. Our commitment to the principles of eco-friendly practices serves as the foundation for The Green Standard and our green meeting programs.

The Green Standard meeting services include:

- Hotel Departmental commitment to paperless initiatives from contracting through planning process
- Meeting collateral distributed electronically and/or printed on 60% post consumer recycled paper when possible
- Local, organic, and seasonal Food and Beverage selections provided by Executive Chef, Paul Arenstam, of Americano Restaurant
- Large format food and beverage services whenever possible
- Disposable-free meeting room set-ups for food and beverage service
- Energy conservation methods in place for lighting, air, and heat in meeting spaces
- Recycling practices in place throughout Hotel
- On-property composting program in place
- 'GreenCards' provided for meeting participant, communicating green services and standards chosen by the meeting planner and Hotel
- Eco-Meet Amenity for each meeting participant

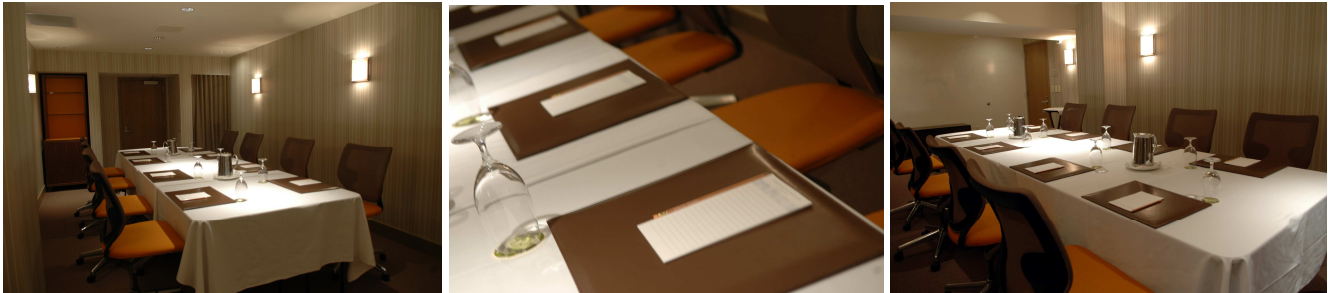
Green Meeting Eco-Enhancements

- Al la carte AV Equipment and Services
- Food and beverage enhancements
- Sustainably grown centerpieces
- Group off site Eco-excursions designed as team building and activities
- Future-Friendly in-room welcome gifts
- Eco-Meet Amenities

Beyond the meeting room, Inside the Hotel:

- Guest room recycling practices in place
- Linen and Towel re-use program
- Usage of earth friendly cleaning products
- Programmable thermostats available in individual guest rooms
- Energy efficient and natural lighting in guest rooms and public spaces
- Water conserving shower heads, toilets, and tap aerators
- Local and Organic Mini bar selections
- Local and Organic products available in bath honor bar
- Off property green amenities, including public/private transportation, shopping, dining, and eco-activities provide upon request by Hotel staff
- Complimentary morning newspaper opt out program
- Complimentary recycled paper jogging maps
- Commitment to eco-friendly and sustainable materials and plants in outdoor recreation and event space
- Leadership and Dedication to Corporate Environmental policies
- Quarterly environmental audit facilitated by Hotel Vitale 'Green Team'
- Hotel donates a percentage of eco meeting revenue to environmental non-profit programming

THE GREEN STANDARD MEETING SPACES



CAPRI BOARDROOM - The Capri Boardroom is located on the Hotel Vitale's Second Floor, just off the Business Center and steps away from the elevators. This interior room is perfect for small, focused meetings with big agendas. Additionally, this room has been quite popular for interviews, focus groups, working office space, depositions, and strategy sessions. Most importantly, it is a quiet place to focus on the business at hand.



VISTA TERRACE SUITE - The Vista Studio, located on the eighth and top floor of the Hotel is located across from the SpaVitale. Scents of lavender and rosemary linger in the hallway. Guests will certainly enjoy the amazing views of the Bay, Embarcadero and Ferry Building tower from this unique meeting destination. Natural light floods through walls of windows and sliding doors, exiting to a private terrace for breaks, lunch service, or a post meeting reception. Bright orange walls and hardwood floors encourage thinking outside the box and the ability to expand beyond the corporate agenda. A bathroom is located in the entrance hallway and is shared with SpaVitale guests. A sliding frosted privacy door remains closed during meeting hours to protect both groups. Access is provided starting at 9:00am, on weekdays, for meetings.



AMALFI 1 OR 2, OR AMALFI COAST - The Amalfi 1 and 2 rooms are located just off the Hotel Vitale Lobby, steps from the Front Door and excitement of Americano. This room, with 11' ceilings and custom designed, adjustable lighting fixtures provides a perfect blank canvas for meetings and events. Floor to ceiling windows allow in ample natural light to keep participants awake and focused on the subject matter presented. Soothing colors based on the palate of the sea, provide a calming atmosphere. Complimentary piped in music is available throughout the day at your discretion to add a festive touch to breaks and meal periods. A removable air wall can be removed to create one large room.

ECO EXEC GREEN MEETING PACKAGE

MEETING PACKAGE ELEMENTS INCLUDE:

Executive meeting set-up for groups of 15 or less

Leather desk blotters
Recycled paper pads
Recycled pens
White board or recycled paper flip charts
with non-toxic markers
High speed wireless internet service for participants

Executive meeting set-up for groups exceeding 15 guests

Recycled paper pads
Recycled pens
White board or recycled paper flip charts
with non-toxic markers
High speed wireless internet service for participants

MENU SELECTIONS INCLUDE:

LARGE FORMAT ALL DAY BEVERAGE SERVICE

Organic coffee, Decaffeinated coffee, Tea selection and Spa water
Fresh squeezed orange, grapefruit and apple juice served in the morning
Ice tea and fresh squeezed lemonade served in the afternoon

QUICK START LOCAL BREAKFAST

Sliced Seasonal Fruit Platter
Assorted mini breakfast pastries made locally
Local organic yogurt

GREEN GOURMET EXPRESS LUNCH

Vegetarian Soup of the Day
Entrée Salad with seasonal vegetables
Selection of two seasonal specialty sandwiches
Double chocolate brownies

AFTERNOON BREAK

Assorted house-made petite cookies
Seasonal crudités with dipping sauces

ECO-MEET AMENITY

Hotel Vitale Memory Stick (additional charge)

PACKAGE ECO-ENHANCEMENTS AND SPECIFICS:

Eco-Enhancements provided upon request and include, but are not limited to: food, beverage, audio-visual equipment, eco-meet gifts and amenities, specialty rentals, décor, and labor requirements. Additional fee based upon request.

Package pricing is based on specific package creation
Vegetarian selections provided upon advance request

Group Teambuilding suggestion: Geo-caching the Bay
Group off site Eco-Excursions suggestion: Organic Winery Tour & Tasting

PACKAGE PRICING:

\$100.00 PER PERSON++
CAPRI ROOM – 10 PERSON MINIMUM, 12 PERSON MAXIMUM
VISTA STUDIO – 12 PERSON MINIMUM, 15 PERSON MAXIMUM
AMALFI 1 or 2 – 25 PERSON MINIMUM, 32 PERSON MAXIMUM
AMALFI COAST – 50 PERSON MINIMUM, 80 PERSON MAXIMUM

21% service charge and 9.5% sales tax in addition to the package prices.

PAPERLESS PLANiT GREEN MEETING PACKAGE

MEETING PACKAGE ELEMENTS INCLUDE

Contract to Post Con Paperless Initiatives
Eco-friendly tips from meeting planners to reduce paper usage, meeting waste and save money
Disposable, paper, and wrap free food and beverage set-ups

Executive meeting set-up for groups of 15 or less

Leather desk blotters
Recycled paper pads
Recycled pens
LCD projector and tripod screen upon request
White board with non-toxic dry erase markers
High speed wireless internet service for participants

Executive meeting set-up for groups exceeding 15 guests

Recycled paper pads
Recycled pens
LCD projector and tripod screen upon request
White board with non-toxic dry erase markers
High speed wireless internet service for participants

MENU SELECTIONS INCLUDE:

LARGE FORMAT, ALL DAY BEVERAGE SERVICE

Organic coffee, Organic decaffeinated coffee, Tea selection and Spa water
Fresh squeezed orange, grapefruit and apple juice served in the morning
Ice tea and lemonade served in the afternoon

FARMER'S MARKET BREAKFAST BUFFET

Sliced seasonal fruit platter
Assorted mini breakfast pastries made locally
Local organic yogurt
Local eggs, lightly scrambled
Roasted Potatoes
Hobbs applewood smoked bacon

MARKET BUSINESS LUNCH BUFFET

Vegetarian Soup of the Day
Mixed baby greens with seasonal vegetables, fresh herbs and balsamic vinaigrette
Chef's choice market entrée selection with seasonal accompaniments
Market fresh vegetable side dish
Americano specialty dessert selection

AFTERNOON BREAK

Assorted house-made petite cookies
Selection of local cheeses

ENHANCED AUDIO VISUAL SERVICES AVAILABLE AT ADDITIONAL CHARGE

Paperless Digital Writing Tablet
Handwriting Recognition Software
*Requires individual laptops per participant.
Laptop rental available

Videoconferencing
Webcasting
Digital Surveys and Immediate Feedback
Digital Archiving

PACKAGE ECO-ENHANCEMENTS AND SPECIFICS:

Eco-Enhancements provided upon request and include, but are not limited to: food, beverage, audio-visual equipment, eco-meet gifts and amenities, specialty rentals, décor, and labor requirements. Additional fee based upon request.

Package pricing is based on specific package creation
Vegetarian selections provided upon advance request

Group Teambuilding suggestion: Geo-caching the Bay

Group off site Eco-Excursions suggestion: Computer History Museum Tour or Tech Museum Tour

PACKAGE PRICING:

\$125.00 PER PERSON++

CAPRI ROOM – 10 PERSON MINIMUM, 12 PERSON MAXIMUM
VISTA STUDIO – 12 PERSON MINIMUM, 15 PERSON MAXIMUM
AMALFI 1 or 2 – 25 PERSON MINIMUM, 32 PERSON MAXIMUM
AMALFI COAST – 50 PERSON MINIMUM, 80 PERSON MAXIMUM

HOTEL VITALE | 8 MISSION STREET, SAN FRANCISCO, CA 94105 | M: 415.278.3700 | D: 415.278.3736 | F: 415.278.3730 |

www.hotelvitale.com

21% service charge and 9.5% sales tax in addition to the package prices.

FRESH FROM THE MARKET GREEN MEETING PACKAGE

MEETING PACKAGE ELEMENTS INCLUDE

Executive meeting set-up for groups of 15 or less
Leather desk blotters
Recycled paper pads
Recycled pens
White board or recycled paper flip charts
with non-toxic markers
High speed wireless internet service for participants

Executive meeting set-up for groups exceeding 15 guests
Recycled paper pads
Recycled pens
LCD projector and tripod screen upon request
White board or recycled paper flip charts
with non-toxic markers
High speed wireless internet service for participants

MENU SELECTIONS INCLUDE:

LARGE FORMAT ALL DAY BEVERAGE SERVICE

Organic coffee, Organic Decaffeinated coffee, Tea selection and Spa water
Fresh squeezed orange, grapefruit and apple juice served in the morning
Ice tea and lemonade served in the afternoon

FARMER'S MARKET BREAKFAST BUFFET

Sliced seasonal fruit platter
Assorted mini breakfast pastries made locally
Local organic yogurt with house made granola
Breakfast Sandwiches with scrambled eggs, apple wood smoked bacon, slice tomato and cheese on Portuguese muffin

MARKET BUSINESS LUNCH BUFFET

Vegetarian Soup of the Day
Mixed baby greens with seasonal vegetables, fresh herbs and balsamic vinaigrette
Chef's choice market entrée selection with seasonal accompaniments
Market fresh vegetable side dish
Americano specialty dessert selection

AFTERNOON BREAK

House made chocolate truffles
Selection of local cheeses

ECO-MEET AMENITY

Hotel Vitale re-usable Market Bag
Hotel Vitale staff list of favorite items at the Ferry Market Building (complimentary)

PACKAGE ECO-ENHANCEMENTS AND SPECIFICS:

Eco-Enhancements provided upon request and include, but are not limited to: food, beverage, audio-visual equipment, eco-meet gifts and amenities, specialty rentals, décor, and labor requirements. Additional fee based upon request.
Package pricing is based on specific package creation
Vegetarian selections provided upon advance request

Group Teambuilding suggestion: Iron Chef Goes Organic
Group off site Eco-Excursions suggestion: Farmers Market to Chef's Table Cooking Class

PACKAGE PRICING:

\$135.00 PER PERSON++
CAPRI ROOM – 10 PERSON MINIMUM, 12 PERSON MAXIMUM
VISTA STUDIO – 12 PERSON MINIMUM, 15 PERSON MAXIMUM
AMALFI 1 or 2 – 25 PERSON MINIMUM, 32 PERSON MAXIMUM
AMALFI COAST – 50 PERSON MINIMUM, 80 PERSON MAXIMUM

21% service charge and 9.5% sales tax in addition to the package prices.

THE GREEN GOURMET GREEN MEETING PACKAGE

MEETING PACKAGE ELEMENTS INCLUDE

Executive meeting set-up for groups of 15 or less

Leather desk blotters

Recycled paper pads

Recycled pens

LCD projector and tripod screen upon request

White board or recycled paper flip charts

with non-toxic markers

High speed wireless internet service for participants

Executive meeting set-up for groups exceeding 15 guests

Recycled paper pads

Recycled pens

LCD projector and tripod screen upon request

White board or recycled paper flip charts

with non-toxic markers

High speed wireless internet service for participants

MENU SELECTIONS INCLUDE:

ALL DAY BEVERAGE SERVICE, IN LARGE FORMAT SERVICE

Organic coffee, Organic Decaffeinated Coffee, and Tea Selection

Fresh squeezed assortment of juices including orange, grapefruit and apple served in the morning

Spa Water

Ice tea and lemonade served in the afternoon

FERRY MARKET BREAKFAST BUFFET

Sliced Seasonal Fruit Platter

Assorted mini breakfast pastries

Assorted individual organic yogurts served with housemade granola

Local eggs scrambled with seasonal vegetables, herbs and cheese

Roasted Potatoes

Chicken & Apple Sausage

AM BREAK

Fresh made smoothies with local yogurt

AMERICANO LUNCH BUFFET

Vegetarian Soup of the Day

Chef's choice salad with fresh herbs, seasonal vegetables and vinaigrette

Presentation of two entrée selections with paired side dish and seasonal vegetable

Americano specialty dessert selection

PM BREAK - GELATO CART

Gourmet flavored house-made gelatos and sorbet with assorted toppings and petite cookies

ECO-MEET AMENITY

Take-away CD with organic recipes, seasonal Northern California produce guide and green entertaining tips (complimentary)

PACKAGE ECO-ENHANCEMENTS AND SPECIFICS:

Eco-Enhancements provided upon request and include, but are not limited to: food, beverage, audio-visual equipment, eco-meet gifts and amenities, specialty rentals, décor, and labor requirements. Additional fee based upon request.

Package pricing is based on specific package creation

Vegetarian selections provided upon advance request

Group Teambuilding suggestion: Wine Blending and Pairing Competition

Group off site Eco-Excursions suggestion: Cowgirl Creamery Cheese Making Tour & Tasting

PACKAGE PRICING:

\$145.00 PER PERSON++

CAPRI ROOM – 10 PERSON MINIMUM, 12 PERSON MAXIMUM

VISTA STUDIO – 12 PERSON MINIMUM, 15 PERSON MAXIMUM

AMALFI 1 or 2 – 25 PERSON MINIMUM, 32 PERSON MAXIMUM

AMALFI COAST – 50 PERSON MINIMUM, 80 PERSON MAXIMUM

21% service charge and 9.5% sales tax in addition to the package prices.

GREENVITALIZATION GREEN MEETING PACKAGE

MEETING PACKAGE ELEMENTS INCLUDE

“Business friendly” yoga stretching session led by SpaVitale therapist
Spa butler service with large format lotions and lavender scented hot towels
Aromatherapy with SpaVitale signature scents

Executive meeting set-up for groups of 15 or less
Leather desk blotters
Recycled paper pads
Recycled pens
LCD projector and tripod screen upon request
White board or recycled paper flip charts
with non-toxic markers
High speed wireless internet service for participants

Executive meeting set-up for groups exceeding 15 guests
Recycled paper pads
Recycled pens
LCD projector and tripod screen upon request
White board or recycled paper flip charts
with non-toxic markers
High speed wireless internet service for participants

MENU SELECTIONS INCLUDE:

LARGE FORMAT ALL DAY BEVERAGE SERVICE

Organic coffee, Organic Decaffeinated Coffee, and Tea Selection
Fresh squeezed assortment of juices including orange, grapefruit and apple served in the morning
Spa Water
Ice tea and lemonade served in the afternoon

FERRY MARKET BREAKFAST BUFFET

Sliced Seasonal Fruit Platter
Individual parfaits with local yogurt, fruit compote and house-made granola
Smoked wild salmon with toast points, sliced cucumbers, tomatoes, and low-fat cream cheese
Vegetable frittata with seasonal vegetables, fresh herbs, and cheese

AM BREAK

Fresh made smoothies with local yogurt

AMERICANO LUNCH BUFFET

Mixed baby greens with seasonal vegetables, fresh herbs and balsamic vinaigrette
Entrée Salad with seasonal vegetables and cheese
Selection of two special daily sandwiches using seasonal ingredients
Fresh fruit themed dessert presented by Americano pastry chef

CALIFORNIA SNACK BAR

Seasonal sliced fruit platter
Seasonal crudite served with dipping sauces

ECO-MEET AMENITY

Eco-lip balm & Breath fresh drops

PACKAGE ECO-ENHANCEMENTS AND SPECIFICS:

Eco-Enhancements provided upon request and include, but are not limited to: food, beverage, audio-visual equipment, eco-meet gifts and amenities, specialty rentals, décor, and labor requirements. Additional fee based upon request.

Package pricing is based on specific package creation
Vegetarian selections provided upon advance request

Group Teambuilding suggestion: Balance and Wellness

Group off site Eco-Excursions suggestion: Spa Retreat

PACKAGE PRICING:

\$160.00 PER PERSON++
CAPRI ROOM – 10 PERSON MINIMUM, 12 PERSON MAXIMUM
VISTA STUDIO – 12 PERSON MINIMUM, 15 PERSON MAXIMUM
AMALFI 1 or 2 – 25 PERSON MINIMUM, 32 PERSON MAXIMUM
AMALFI COAST – 50 PERSON MINIMUM, 80 PERSON MAXIMUM

21% service charge and 9.5% sales tax in addition to the package prices.

All food and beverage is subject to a 21% service charge & 9.5% sales tax.
A minimum labor of charge of \$75.00 may apply for events with less than 12 people.,
Many menu selections have a minimum number of people required for service.
Menu selections may change due to seasonal variation and availability without advance notice.
Pricing may change without advance notice unless a BEO has been signed by both parties and is on file at the
Hotel.

THE GREEN STANDARD A LA CARTE MENU

BREAK ENHANCEMENTS

| | | | |
|--------------------------------------|--------------------|-------------------------------|-------------------|
| Breakfast pastries, muffins & scones | \$5.00 per person | Voss energy drinks | \$7.00 per item |
| House made granola | \$5.00 per person | Vitamin waters | \$4.50 per item |
| Local organic yogurt | \$5.00 per person | Assorted sodas | \$4.50 per item |
| Sliced fresh seasonal fruit | \$7.00 per person | Natural sodas | \$5.50 per item |
| Seasonal whole fruit | \$3.50 per piece | | |
| Yogurt, fruit & granola parfait | \$8.00 per person | Assorted petite cookies | \$7.00 per person |
| Assorted bagels, cream cheese | \$5.00 per person | Chocolate brownies | \$7.00 per person |
| Bagels with smoked salmon | \$12.00 per person | Mini candy bars, assorted | \$5.00 per person |
| Fresh house made smoothies | \$7.00 per person | Assorted candy bars | \$4.00 per item |
| | | Granola / energy bars | \$5.00 per item |
| Eggs, lightly scrambled | \$5.00 per person | Kettle chips, individual bags | \$5.00 per person |
| Roasted breakfast potatoes | \$5.00 per person | Fresh popped popcorn | \$5.00 per person |
| Applewood bacon | \$6.00 per person | Olive oil roasted almonds | \$10.00 per bowl |
| Chicken & apple sausage | \$6.00 per person | Spicy Americano Peanuts | \$10.00 per bowl |
| Gourmet breakfast sandwiches | \$8.00 per person | | |
| Steel cut oatmeal w/ raisins | \$6.00 per person | Cheese platter, serves 15 | \$150.00 each |
| | | Antipasti platter, serves 15 | \$150.00 each |
| SpaWater | \$5.00 per person | Salumi platter, serves 15 | \$150.00 each |
| Mint Ice Tea | \$5.00 per person | Seasonal crudite platter, 15 | \$108.00 each |
| Custom Lemonade | \$5.00 per person | Sliced fresh fruit, serves 15 | \$125.00 each |
| Voss still & sparkling waters | \$5.50 per item | | |

All food and beverage is subject to a 21% service charge & 9.5% sales tax.
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Hotel.

THE GREEN STANDARD

A LA CARTE MENU

SPECIALTY BREAKS

| | | | |
|---|--------------------|---|--------------------|
| BALL PARK | \$20.00 per person | FERRY MARKET | \$27.00 per person |
| All Natural Hot Dogs and / or Tofu Pups | | Fresh sliced seasonal fruit | |
| Soft hot dog buns | | Market crudite with dipping sauces | |
| Sauerkraut, Ketchup, Mustard, Relish | | Selection of local cheeses | |
| Kettle Chips, freshly popped popcorn | | Antipasti and salumi platter | |
| | | House made chocolate truffles | |
| CINCO DE MAYO | \$18.00 per person | GELATO CART | \$18.00 per person |
| House-made guacamole | | House made gelato and sorbets | |
| Pico de Gallo Salsa | | Gourmet toppings | |
| Warm, salted corn tortilla chips | | House made petite cookies | |
| Non-alcoholic agua frescas | | | |
| COOKIES & FRUIT | \$13.00 per person | NATURAL FRESHER | \$18.00 per person |
| Assortment of petite house made cookies | | Assorted granola & energy bars | |
| Fresh seasonal sliced fruit | | Fresh seasonal sliced fruit | |
| | | Seasonal crudite with dipping sauce | |
| ENERGY ZONE | \$17.00 per person | Olive oil roasted almonds and chili cashews | |
| Individual espresso shots | | | |
| Voss bottled energy drinks | | | |
| Energy bars | | | |
| Wasabi peas | | | |
| Trail mix with fruit, nuts, and chocolate | | | |

*All break selections have a 15 person minimum
Food and beverage based on 30-minute service period*

All food and beverage is subject to a 21% service charge & 9.5% sales tax.
A minimum labor of charge of \$75.00 may apply for events with less than 12 people.,
Many menu selections have a minimum number of people required for service.
Menu selections may change due to seasonal variation and availability without advance notice.
Pricing may change without advance notice unless a BEO has been signed by both parties and is on file at the Hotel.

THE GREEN STANDARD

A LA CARTE MENU

BREAKFAST MENUS

Continental Menus have a 12 person minimum.

VITALE BASIC CONTINENTAL BUFFET

Assorted local breakfast pastries –
muffins, danish, croissants served with butter &
jam
Equator organic coffee, decaffeinated coffee, and
selection of teas with milk, cream, honey, sugar &
lemon
Selection of fresh-squeezed organic juices including
orange, grapefruit, or apple
\$20.00 per person

VITALE EXTENDED CONTINENTAL BUFFET

Housemade Americano granola with local organic
yogurt
Fresh sliced seasonal fruit
Assorted local breakfast pastries –
muffins, danish, croissants served with butter &
jam
Equator organic coffee, decaffeinated coffee, and
selection of teas with milk, cream, honey, sugar &
lemon
Selection of fresh-squeezed organic juices including
orange, grapefruit, carrot, or apple
\$27.00 per person

VITALE PROTEIN ENHANCED BUFFET

Assorted local yogurt
Hard boiled eggs
Platter of cured meats and cheeses
Assorted sliced breads
Fresh sliced seasonal fruit
Equator organic coffee, decaffeinated coffee, and
selection of teas with milk, cream, honey, sugar &
lemon
Selection of fresh-squeezed organic juices including
orange, grapefruit, carrot, or apple
\$30.00 per person

*With sliced prosciutto & cheeses, add \$3.00 per
person*

All food and beverage is subject to a 21% service charge & 9.5% sales tax.
A minimum labor of charge of \$75.00 may apply for events with less than 12 people.,
Many menu selections have a minimum number of people required for service.
Menu selections may change due to seasonal variation and availability without advance notice.
Pricing may change without advance notice unless a BEO has been signed by both parties and is on file at the
Hotel.

AMERICANO MORNING STANDARDS

Housemade Americano granola with local organic yogurt

Fresh sliced seasonal fruit

Assorted local breakfast pastries – muffins, danish, croissants served with butter & jam

Equator organic coffee, decaffeinated coffee, and selection of teas with milk, cream, honey, sugar & lemon

Selection of juices including orange, grapefruit, carrot, or apple

Choice of 1 from each section of the following sections:

Lightly scrambled eggs

Breakfast scramble with seasonal vegetables & herbs

Hard boiled eggs

Frittata with seasonal vegetables, herbs & cheese
English muffin sandwiches with scrambled eggs, tomato, and applewood smoked bacon

Creamy polenta with mascarpone

Potato hash browns with herbs

Roasted Yukon gold potatoes with rosemary

Slow cooked tuscan cannellini beans with pancetta

Steel cut oatmeal

Chicken and apple sausage

Sweet Fennel Sausage

Applewood smoked bacon

Black forest sliced ham

\$32.00 per person

With additional selections, add \$5.00 per person, per selection

Hot Buffet Menus have a 24 person minimum.

All food and beverage is subject to a 21% service charge & 9.5% sales tax.
A minimum labor of charge of \$75.00 may apply for events with less than 12 people.,
Many menu selections have a minimum number of people required for service.
Menu selections may change due to seasonal variation and availability without advance notice.
Pricing may change without advance notice unless a BEO has been signed by both parties and is on file at the Hotel.

THE GREEN STANDARD

A LA CARTE MENU

LUNCH MENUS

DELI EXPRESS BUFFET

Mixed baby green salad with fresh herbs
Sliced turkey, ham, and roast beef & roasted vegetables
Sliced Rolls with mustard & mayonnaise
Cheese, lettuce, house-made pickles & sliced tomatoes

Kettle chips
Assorted petite cookies

\$29.00 per person

GOURMET EXPRESS SALAD BAR

Mixed seasonal greens and baby spinach
Sliced mushrooms, julienne of seasonal vegetables,
cherry tomatoes, chopped eggs, chick peas, pumpkin
seeds, crumbled feta, blue cheese, grated cheddar cheese
Sliced marinated Fulton Valley chicken breast
Thinly sliced beef tenderloin
Selection of housemade salad dressings
Seasonal fresh fruit salad with mint & honey
Seasonal pasta salad with herbs & cheese
Fruit tarts with brown butter

\$38.00 per person

A DAY IN THE WINE COUNTRY BUFFET

Roasted Petaluma chicken breast sandwich with tarragon
and white wine aioli
Grilled flank steak sandwich with gremolata and roasted
peppers
Roasted eggplant and squash sandwich with pesto
Selection of local specialty cheeses and antipasti
Sourdough baquettes
Marinated olives
Roasted almonds with sea salt
Yukon gold potato salad with black truffles
Champagne grape clusters
Housemade chocolate truffles

\$55.00 per person

SPECIALTY BOX LUNCHES

For groups eating lunch off property, on the go
Selection of turkey, roast beef, ham & vegetarian
sandwiches

Fresh sliced fruit salad

Kettle chips

Gourmet specialty cookie

\$29.00 per person

GOURMET EXPRESS BUFFET

Daily house specialty salad using market ingredients
Soup of the day with seasonal ingredients
Lentil salad with garlic, tomatoes, red wine vinaigrette
Pasta salad with feta cheese and chopped vegetables
Yukon gold potato salad
Tuscan bread soup
White bean and kale soup

Black forest ham & swiss cheese panini with dijon
mustard on brioche

Chicken Caesar wraps with romaine lettuce and shaved
parmesan cheese

Country chicken salad with roasted almonds, diced
celery, and dried currants

Egg salad with lettuce on whole wheat

Grilled marinated flank steak with caramelized onions,
arugula, roasted peppers and aioli

Roasted vegetable sandwiches with basil mayonnaise
and piquillo peppers on a semolina roll

Tuna conserva salad with black olive tapenade and dried
tomatoes on whole wheat

Turkey, avocado and bacon with lemon aioli on
sourdough

Kettle chips

Chocolate brownies

\$36.00 per person, Choice of 2 sandwiches & 2 salads

\$42.00 per person, Choice of 3 sandwiches & 2 salads

Additional sandwiches, \$6.00 per person, per selection

Additional salads, \$5.00 per person, per selection

All food and beverage is subject to a 21% service charge & 9.5% sales tax.
A minimum labor of charge of \$75.00 may apply for events with less than 12 people.,

Many menu selections have a minimum number of people required for service.

Menu selections may change due to seasonal variation and availability without advance notice.

Pricing may change without advance notice unless a BEO has been signed by both parties and is on file at the Hotel.

All express menus have a 12 person minimum

THE GREEN STANDARD A LA CARTE MENU

LUNCH MENUS

AMERICANO MARKET LUNCH BUFFET

STARTERS

Select two of the following:

- Americano Caesar salad with parmesan and croutons
- Americano antipasti platter with a Variety of Sliced Cured Meats, Olives, Almonds and Rosemary Bread, *add \$4.00 per person*
- Cous cous salad with English cucumbers & green onions
- Greek salad with black olives, tomatoes, peperoncini & feta
- Lentil salad with garlic, tomatoes, red wine vinaigrette
- Pasta salad with herbs and cheese
- Seasonal roasted organic vegetables, *add \$4.00 per person*
- Seasonal vegetable crudite with crème fraiche dip
- Selection of local gourmet cheeses with roasted almonds, dried fruits and sliced baquettes, *add \$6.00 per person*
- Soup of the day with fresh, seasonal vegetables
- Star Route Farms organic mixed greens with balsamic
- Tomato panzanella (July to October only)
- Tuscan bread soup
- Yukon gold potato salad
- White bean & kale soup

Additional starter selections, \$4.00 per person

SIDES

Select one of the following:

- Braised cannellini beans with pancetta and herbs
- Creamy polenta with mascarpone
- Creamy mashed Potatoes
- Roasted yukon gold potatoes with rosemary and olive oil
- Spicy garbanzo beans with moroccan spices

Additional side selections, \$3.00 per person

All hot food buffet menus have a 24 person minimum

ENTREES

Select two of the following:

- Braised lamb shoulder with basil & tomato, *add \$4.00 per person*
- Catalan style halibut with roasted peppers and almond romesco, *add \$4.00 per person*
- Conchiglile with broccolini, cauliflower and cipolini onions
- Grilled chicken scaloppini with herbed vinaigrette
- Grilled Fulton Valley chicken breast with fennel and almonds
- Grilled mahi mahi with black olive tapenade
- Grilled petite filet of beef with barolo sauce, *add \$4.00 per person*
- Vegetable lasagna with fresh tomato pomodoro and basil puree
- Lasagna bolognese
- Marinated flank steak with wild mushrooms and salsa verde
- Pasta puntanesca with capers, olives and anchovies
- Penne a la carbanara with sweet peas and ham
- Roasted California seabass with lemon aioli
- Roasted pork loin with mustard sauce
- Sake braised sole with stir fried vegetables

Additional entrée selections, \$7.00 per person

DESSERT

Select one of the following:

- Chocolate mousse with whipped cream
- Cinnamon angelfood cake with seasonal fruit compote
- Ginger cake with lemon cream
- Lemon cake with seasonal berries
- Meyer lemon semifreddo
- Chocolate ganache tart
- Seasonal fresh fruit cobbler or seasonal fruit crisp

All food and beverage is subject to a 21% service charge & 9.5% sales tax.
A minimum labor of charge of \$75.00 may apply for events with less than 12 people.,
Many menu selections have a minimum number of people required for service.

Menu selections may change due to seasonal variation and availability without advance notice.
Pricing may change without advance notice unless a BEO has been signed by both parties and is on file at the Hotel.

Seasonal fresh fruit tarts with vanilla and brown butter
Vanilla panna cotta with seasonal fruit compote
Additional dessert selections, \$4.00 per person

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THE GREEN STANDARD

A LA CARTE MENU

LUNCH MENUS

AMERICANO PLATED LUNCH MENUS

STARTER COURSE SELECTIONS

Select one of the following

| | |
|--|---------|
| Americano Caesar Salad with Shaved Parmesan | \$13.50 |
| Chopped Vegetable Salad with Romaine | \$14.00 |
| Heirloom Tomato and Mozzarella Salad <i>(Seasonal)</i> | \$15.00 |
| Salad of Italian Escarole and Chicories | \$14.00 |
| Soup of the Day | \$11.00 |
| Star Route Farms Baby Greens with Balsamic | \$12.00 |
| Tuscan Bread Soup | \$12.00 |
| White Bean & Kale Soup | \$12.00 |

ENTREE COURSE SELECTIONS

Select one of the following

| | |
|--|---------|
| Catalan style halibut with roasted peppers and almond romesco | \$33.00 |
| Grilled Fulton Valley chicken breast with fennel, almonds, mashed potatoes, seasonal vegetables | \$27.00 |
| Grilled mahi mahi with black olive tapenade with roasted potatoes and seasonal vegetables | \$33.00 |
| Grilled petite filet of beef with barolo sauce with potato gratin and seasonal vegetables | \$35.00 |
| Rock shrimp risotto with basil | \$24.00 |
| Seared ahi tuna Nicoise salad with hard boiled eggs, green beans, anchovies, tomato and chick peas | \$29.00 |
| Seasonal vegetarian pasta with fresh vegetables | \$21.00 |
| Tagliatelle with Braised Pork Sugo | \$23.00 |

Choice of entrée available, additional \$9.00 per person

Advance guarantee of entrees required in advance

DESSERT COURSE SELECTIONS

Select one of the following

| | |
|--|---------|
| Chocolate mousse with whipped cream | \$12.00 |
| Cinnamon angelfood cake, seasonal fruit compote | \$12.00 |
| Ginger cake with lemon cream | \$12.00 |
| Lemon cake with seasonal berries | \$12.00 |
| Lemon tarts with meringue | \$12.00 |
| Meyer lemon semifreddo | \$12.00 |
| Chocolate ganache tart | \$12.00 |
| Seasonal fresh fruit cobbler | \$12.00 |
| Seasonal fresh fruit crisp | \$12.00 |
| Seasonal fresh fruit tarts with vanilla & brown butter | \$12.00 |
| Vanilla panna cotta with seasonal berries or compote | \$12.00 |
| Americano petite dessert sampler, 3 items | \$15.00 |

All Hot Food Menus have a 24 person minimum

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Hotel.

THE GREEN STANDARD AUDIO-VISUAL SELECTIONS & SERVICES

PACKAGES IN DEMAND:

| | |
|--|-------|
| LCD Projection Package Projector, Screen, Cart, Cabling | \$450 |
| Dual Projection Package 2 LCD projectors, VGA splitter 50' VGA cabling, 2 tripod screens Carts and cables | \$920 |
| Projection Support Package Screen, Cart, Cables | \$125 |
| Basic Amalfi Sound 2 speakers, 1 wired microphone, 1 mixer | \$265 |
| Basic Amalfi Sound Plus 2 speakers, 1 wireless microphone, 1 mixer | \$355 |
| Enhanced Amalfi Sound 4 speakers, 1 wired microphone, 1 mixer 1 cd player / ipod station | \$485 |
| Enhanced Amalfi Sound Plus 4 speakers, 1 wireless microphone, 1 mixer 1 cd player / ipod station | \$575 |

PREMIUM AUDIO-VISUAL SERVICES:

| | |
|--|------------------|
| Video Conferencing Capri & Vista Daily Fee Amalfi 1, 2 or Coast Daily Includes all required testing and technical assistance *additional line usage charges apply at prevailing rate | \$2400 \$3000 |
| Digital Archiving | price varies |
| Digital Surveys With Immediate Feedback | price varies |
| Webcasting | price varies |
| Paperless Writing Tablets Handwriting Recognition Software Laptop Rental | price varies |

A LA CARTE MENU SELECTIONS

| | |
|------------------------------|-----------------|
| CONNECTIVITY | |
| High Speed Wireless access | \$10 per person |
| Access to T1 Lines | \$100 per line |
| Direct dial phone / fax line | \$50 per line |

| | |
|--------------------------------|------|
| MEETING SUPPORT BASICS | |
| Deluxe Easels | \$35 |
| Lightweight Tripod | \$25 |
| Flip Chart Kit, 3M sticky-back | \$35 |
| White Board Kit | \$25 |
| Laser Pointer | \$25 |
| Wireless mouse (PC) | \$35 |

| | |
|---|-------|
| EQUIPMENT BASICS | |
| Polycom Speaker Phone | \$95 |
| With enhanced speakers | \$155 |
| Black and white laser printer | \$125 |
| Color laser printer | \$195 |
| <i>*per page printing charges may apply</i> | |
| Fax machine | \$75 |
| Laptop rental - price varies | \$150 |
| HVS Player | \$35 |
| DVD Player | \$35 |

| | |
|-------------------------------------|-----------|
| SPECIALIZED ASSISTANCE | |
| AV Technician, Onsite | \$80 / hr |
| 5-hour minimum | |
| OT rates apply after business hours | |

SPECIALIZED REQUIREMENTS

The Hotel will customize a proposal for all audio-visual services and equipment required for your meeting and event through our preferred provider, Pinnacle Communications.

All services must be guaranteed a minimum of three (3) business days in advance. Cancellation of equipment within three (3) business days will result in a charge of one (1) day rental charges. Cancellation within 24 hours, will result in a charge equal to the full equipment order. Prices are subject to change and are exclusive of 21% service charge and 9.5% sales tax.

HOTEL VITALE

SAN FRANCISCO

ECO-ENHANCEMENTS MEETING THE GREEN STANDARD

SUSTAINABLE / FUTURE-FRIENDLY DECOR

Contact the Hotel to provide estimates and décor ideas using fresh fruits and vegetables, recyclable materials and sustainable methods to add a décor element to your meeting. Centerpieces and table displays available. Prices vary pending design requirements.

ECO-MEET GIFTS & ROOM AMENITIES

Contact the Hotel to provide estimates and suggestions for meeting and sleeping room amenities. Eco-Meet amenities are creatively chosen; focusing on hip new product lines, cutting edge electronics and gadgets. They will always follow an eco-friendly philosophies, being local, organic, recyclable, fair-trade, and sustainable.

FUTURE-FRIENDLY MEETING GIFTS

| | | | |
|--|------|-------------------------------------|-------|
| Organic Market Fruit Platter | \$24 | SIGG Water Bottle | \$35 |
| Organic Local Cheese Platter | \$24 | SIGG Thermal Bottle | \$40 |
| Housemade Trio of Roasted Nuts | \$12 | Multi Function Pedometer (branded) | \$17 |
| Organic Chocolate Truffles, 2pc | \$7 | Multi Function Flashlight (branded) | \$27 |
| Organic Chocolate Truffles, 4pc | \$12 | Personal Fitness Kit | \$57 |
| Cupcakes with Organic Ingredients, 2pc | \$12 | USB Flash Drive 256MB (branded) | \$16 |
| Organic / Bio-dynamic Wines | \$36 | U.S. Timber USB Flash Drive 1GB | \$33 |
| Bamboo Travel Cheese Board Set | \$37 | Recycled Urban Sling Bag (branded) | \$29 |
| Recycled Cardboard Jotter (branded) | \$6 | Recycled Deluxe Backpack (branded) | \$39 |
| Recycled Cardboard Journal (branded) | \$9 | Paperless Digital Writing Pad | \$90 |
| Recycled Market Bags (branded) | \$10 | Handwriting Recognition Software | \$36 |
| Organic Cotton Market Bags | \$29 | Recycled Paper Digital Note Pad | \$159 |
| Guide to the Good Life Book | \$16 | Handwriting Recognition Software | \$46 |

Minimum quantities and advance notice may be required for some or all future friendly gifts and amenities. Pricing is subject to change without advance notice. Please advise the Hotel of your preferences for rates and availability.

ECO-ENHANCEMENTS MEETING THE GREEN STANDARD

TEAM BUILDING ACTIVITIES

GEOCACHING THE BAY

Muni Pass
Rental of Individual GPS devices
Hotel Vitale Organic Local Lunch Box
Hotel Vitale Recycled Gift Bag
Recycled Paper City map
18 Rabbits Granola Bar
Calistoga Water
\$148.20 per person

Enhance with:
Recycled Urban Sling Bag – additional charge

BALANCE AND WELLNESS EXPERIENCE

Green Taxi Certificate
Hotel Vitale Market Bag
Eco-shopping tips sheet and chemical card
Hotel Vitale Organic Local Lunch Box
Recycled Paper City map
18 Rabbits Granola Bar
Calistoga Water
\$165.36 per person

Enhance with:
Nell Newman's, "Guide to the Good Life" Book – additional charge

ECO-EXCURSIONS

COWGIRL CREAMER CHEESE TASTING

Hotel Vitale Organic Local Lunch Box
Hotel Vitale Recycled Gift Bag
Recycled Paper City map
18 Rabbits Granola Bar
Calistoga Water
10% Discount on retail items while tasting
\$146 per person

Enhance with:
Bamboo cheese board and monthly cheese subscription – additional charge

ORGANIC WINE TASTING

Eco-friendly transportation
Tour and Tasting at Organic, bio-dynamic winery
Hotel Vitale Organic Local Lunch Box
Hotel Vitale Recycled Gift Bag
Recycled Paper City map
18 Rabbits Granola Bar
Calistoga Water
\$226.20 per person

Enhance with:
Bottle of organic / biodynamic wine – additional charge

GREEN ACRES OF ANGEL ISLAND

Muni pass and Ferry ticket
Hotel Vitale Organic Local Lunch Box
Hotel Vitale Recycled Gift Bag
Sun-screen
18 Rabbits Granola Bar
Calistoga Water
\$141 per person

Enhance with:
Recycled deluxe backpack – additional charge

CITY ART TOUR

Muni Pass
Tickets to local San Francisco Museums
Hotel Vitale Organic Local Lunch Box
Hotel Vitale Recycled Gift Bag
Recycled Paper City map
18 Rabbits Granola Bar
Calistoga Water
\$172 per person

Enhance with:
Recycled cardboard journal and colored pencils – additional charge

All Team-building Activities and Eco-excursions are subject to availability and require advance notice and minimum participants. Guarantees are required seven (7) days in advance. Cancellations within seven (7) days are subject to full penalty. Sales tax is excluded in the package pricing.

THE GREEN STANDARD MEETING & EVENT TERMS & CONDITIONS

FOOD & BEVERAGE MINIMUMS

Minimums expenditures are for food and beverages only, and are exclusive of 21% service charge and 9.5% sales tax. Valet parking, florals, music, labor charges, set-up fees, audio-visual equipment, amenities, and miscellaneous charges are billed in addition to and do not apply to the food and beverage minimums. The minimum applies only to food and beverage served and consumed in the contracted event time and event venue. Food and beverage ordered and/or consumed in other venues within the Hotel or in times outside of the contracted event times, will be charged in addition to and do not apply to the minimums.

total bill. California state law stipulates that the service charge is taxable.

FOOD AND BEVERAGE EXCLUSIVITY

All food and beverages must be provided by the Hotel. Outside food or beverage items may not be brought into the Hotel for meetings, events or private dining functions. The Hotel will assist in sourcing any special menu items not offered on our menus, at an additional charge, based on availability.

MENU SELECTIONS

Due to our commitment for the best local, organic and sustainable menu selections, some fluctuation in menus may be required. The Hotel will do its best to notify the Group in this event as quickly as possible to accommodate with similar menus and ingredients.

Menu selections will be confirmed two weeks prior to the event date. The Hotel will publish specialty seasonal menus two weeks prior to the Event date to better guarantee availability. The Hotel requests a la carte menu selections and enhancements no later than two weeks prior to the event date.

BEVERAGE SERVICE:

All beverages are charged based on consumption. The Hotel will provide an extensive wine list as well as full bar menu to complement each event. Signature cocktails and local beer selections are available. A bartender fee of \$225.00 will apply for any bars with liquor service. Beer and wine only bars do not require a bartender fee.

- Wine requests should be made a minimum of three business days in advance to ensure availability.

CORKAGE

If the Group opts to provide their own wine, a corkage fee of \$20 per bottle for up to six (6) bottles will be assessed. Corkage is only permitted for wines not on the Hotel or Restaurant wine list.

SERVICE CHARGE AND TAXES

Minimums and food and beverage prices do not include 21% service charge. The service charge is based on food and beverage total charges. 9.5% sales tax will be applied to the

CONFIRMATION OF SPACE

To reserve meeting space during business hours, Monday – Friday, 8:00 a.m. – 5:00 p.m., the Hotel requires a minimum sleeping room commitment, if meeting space is requested outside of 30 days. Meeting space can be confirmed during business hours, within 30 days of the event, without a minimum sleeping room commitment.

Meeting and event space is available to confirm up to twelve (12) months in advance of the event date for meetings and/or events starting after 6:00 p.m. on weekdays or anytime on weekends.

DEPOSITS AND FEE SCHEDULES

A deposit consisting of 50% of the food and beverage minimums, credit card authorization form, and signed contract is required to hold the space. This deposit is applied to the Group's final bill. The signed contract and deposit must be received within 7 business days of receiving the contract to secure the room and date.

The Group is responsible for payment of estimated event balance no later than 2 weeks prior to the event.

Any additional fees accrued by the Group during the event are due upon event conclusion and will be applied to the credit card on file.

The Hotel accepts all major credit cards and company checks. Personal checks are not accepted.

GUARANTEE

Group will provide the Hotel with an anticipated guest count two weeks from the event date. Group is permitted to decrease attendance up to 20% up until three (3) business days prior to the event date.

Group will provide the Hotel with a final attendance guarantee a minimum of three (3) business days prior to the event date. After three business days, the Hotel can only accept increases in this number. The confirmed guest count will be used as the minimum in finalizing the Group's total charges. In the event the Group does not provide a final guarantee, the expected guarantee will be charged or the actual attendance, whichever is greater.

CANCELLATION:

Cancellations from signature of contract to 90 days prior to the event date, will be assessed a cancellation fee of 50% of the paid deposit. The remaining 50% of the paid deposit will be retained and applied to a future event, booked within six (6) months from the event based on Hotel availability. If the group does not schedule another event within this time, any paid deposits or fees become non-transferable and non-refundable.

Cancellations within 90 to 30 days prior to the event date, will be assessed a cancellation fee of the entire paid deposit.

Cancellations within 30 to 7 days prior to the event date will be assessed a cancellation fee of the entire food and beverage minimum.

Cancellations within 7 days of the event date will be assessed a cancellation fee of the entire event anticipated balance including food, beverage and additional charges.

Cancellation fees are non-refundable and non-transferable. Cancellation fees are due to the Hotel within 30 days from issue of invoice.

DÉCOR AND SIGNAGE:

In order to prevent damages to the fixtures and furnishings of the Hotel, Group's décor and/or signing must not attach to any stationary wall, floor, ceiling, or any other substance. Group is financially responsible in the event of any damages to the Hotel. A statement outlining applicable charges will be provided following the event. Applicable fees are due within 30 days of issuance.

Glitter and confetti are not permitted. Events using fresh flower petals are subject to a cleaning fee at the Hotel's discretion.

Groups are not allowed to post signs, banners, or displays throughout the public areas of the Hotel.

Group may post signs, banners or displays in contracted event spaces only, during event hours, provided items are in compliance with Hotel policies and do not result in damage to Hotel.

CAKES

Arrangements can be made to procure a special cake using one of our preferred vendors at an additional charge. The Hotel will assess a cake servicing fee of \$3.00 per person.

FLORALS

The Hotel can arrange custom floral arrangements, including eco-friendly or re-usable arrangements using preferred vendors at an additional charge.

MUSIC AND ENTERTAINMENT

The Hotel will permit amplified music or entertainment in event spaces, outside of Americano Restaurant, provided the Group is in compliance with the Hotel's noise limitation policy. All amplified music must conclude by 9:00 p.m. on Sunday – Thursday evenings and by 10:00 p.m. on Friday – Saturday evenings. Group is required to hire a Hotel preferred musician, entertainer, or DJ. The Hotel reserves the right to turn down amplified sound levels and / or remove amplification all together if the Group does not comply with the Hotel's noise policy.

SECURITY:

The Hotel may require security guards at an additional cost to the Group, pending venue location and/or event logistical requirements. The Hotel requires preferred and approved security vendors for any security guards contracted by the Group.

VALET PARKING:

Limited valet parking services are available for the Group. The Group is requested to provide estimated valet requirements to the Hotel a minimum of two (2) weeks prior to the event date. A fee of \$20 plus tax will apply for cars on property up to three (3) hours. A fee of \$30 plus tax will apply for cars remaining on property from three (3) to six (6) hours. Cars remaining on property overnight will be assessed a fee of \$45 plus tax per car per day. The Group will confirm if valet parking charges will be posted to the master account or at the responsibility of the individual attendees.

OVERNIGHT ACCOMMODATIONS

Contracting a meeting or event with the Hotel does not guarantee room availability. The Hotel will provide room availability and best available rates upon request.

LABOR CHARGES

Pending Group's requirements, additional labor charges may be required. Labor fees may apply, but are not limited to the following. An estimate of all event fees will be provided upon request.

- Bartender fee of \$225 per bartender for liquor service
- Chef / Carving fee of \$250 per attendant required
- Furniture removal from rooms/suites starting at \$275
- Patio furniture removal ranging from \$1000-\$3000
- Room re-setting fee of \$150 per re-set required
- Overtime event staff after three (3) hours event activity
- Overtime for bartender shifts after three (3) hours

PRICING

All prices are subject to change without advance notice. Prices are guaranteed only when the banquet event order (BEO) has been completed and a signed copy is on file with the Hotel.