



MENU
SELECTIONS

OFF-SITE CATERING CONTRACT

Catering Details

Date of Event: _____

Client Name: _____

Contact Person: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email: _____

Mailing Address: _____

PAYMENT DETAILS:

Non-Refundable Deposit: \$500 _____

Guest Count and 50% Installment Due Date: _____

Final Guest Count and Balance Due Date: _____

EVENT TIMES:

Venue Set-up/Access Time: _____

Event Begin Time: _____

Event End Time: _____

Beverage Service Hours: _____

FOOD SERVICE TIMES:

Appetizers: _____

Main Meal: _____

Dessert: _____

Other: _____

Other: _____

STAFFING:

» No Gratuity

» No Service Charge

» \$25 Per Bartender Per Hour

» \$25 Per Server Per Hour

Number of Bartenders: _____

Number of Servers: _____

Number of Bars: _____

Venue Details

Client Coordinates

Wineguys Catering Coordinates — Fee/Payment Terms: _____

VENUE LOCATION

Venue Name: _____

Address: _____

Contact Person: _____

Contact Information: _____

COMMERCIAL BANQUET FACILITY

PRIVATE HOME OR VENUE

OUTDOOR EVENT

PUBLIC SITE (PARK, WATERFRONT, ETC.)

OFFERINGS BY WINEGUYS CATERING

Check all those that apply.

BASICS (included items)

_____ China

_____ Glassware

_____ Flatware

_____ Basic Linens (tablecloths, napkins)

_____ Serving Dishes for Buffet Offerings

_____ Basic Tastings

_____ Wedding Cake Service

OPTIONAL (additional charges will apply)

_____ Champagne Toasting Flutes

_____ Valet Parking

_____ Theme Decorating

_____ Table Decorations

_____ Centerpieces

_____ Tent (outdoor events)

_____ Lighting

_____ Coffee Station

_____ Trash Cans

ADDITIONAL VENUE REQUIREMENTS/ITEMS NEEDED

Power

Water

Porta Johns

Other: _____

Other: _____

Other: _____

Other: _____

APPETIZERS

TIER I — Appetizer Station

Appetizer Choice #1: _____

Appetizer Choice #2: _____

Appetizer Choice #3: _____

Appetizer Choice #4: _____

TIER II: Appetizer Station Server-passed Appetizers

Appetizer Choice #5: _____

Appetizer Choice #6: _____

AMERICAN SERVICE

TIER I TIER II TIER III TIER IV

Salad Choice: _____

Vegetable Choice: _____

Starch Choice: _____

Entrée Choice #1: _____

Entrée Choice #2: _____

Special Request: _____ Additional Charge: _____

Special Request: _____ Additional Charge: _____

BUFFET SERVICE

TIER I TIER II

Salad Choice: _____

Vegetable Choice #1: _____

Vegetable Choice #2: _____

Starch Choice #1: _____

Starch Choice #2: _____

Entrée Choice #1: _____

Entrée Choice #2: _____

Special Request: _____ Additional Charge: _____

Special Request: _____ Additional Charge: _____

DESSERTS

SERVICE OPTIONS: Dessert Station Dessert Table Service

Dessert Choice(s): _____

BEVERAGE SERVICE

FULL BAR OPTIONS: House Premium Top Shelf

Bottled Beer Choices: _____

Keg Beer Choice: _____

Wine Choices: _____

Liquor Choices: _____

BEER & WINE OPTIONS: TIER I TIER II TIER III

Bottled Beer Choices: _____

Keg Beer Choice: _____

Wine Choices: _____

Number of Bars: _____

NON-ALCOHOLIC SOFT BEVERAGE SERVICE

Included with FULL BAR and BEER & WINE Options Above

SPECIALTY BEVERAGE ITEMS AND SPECIFIC REQUESTS:

ADDITIONAL ITEMS

Late Night Snacks, Breakfast, etc.

TERMS & CONDITIONS

Thank you for choosing Wineguys Catering for your upcoming event. Our staff and management are committed to providing all the professional services required to make your event an absolute success. As with most successful businesses, certain guidelines and procedures will help ensure your requests and our requirements are understood.

Please review the following TERMS & CONDITIONS, and contact us with any questions.

General Terms & Conditions Agreement

GUARANTEE COUNTS

A final count of attendance for food and beverage service must be submitted as set forth within the Agreement. Once a final count is given, the Client will be responsible for payment of that number even if fewer people attend the event. If more are served, the actual number served will be charged at the per person cost established in the Agreement. Wineguys Catering will have sufficient food and beverage available to accommodate 105% of the final count provided by the Client.

TIME SCHEDULE

Client agrees to begin the event promptly at the agreed upon scheduled Event Begin time and to vacate the facility at the indicated Event End time. The client further agrees to pay overtime charges or other expenses incurred if the event continues past the indicated Event End time.

CONTINGENCY

Caterer's performance is contingent upon the absence of strikes, labor disputes, accidents, severe weather, or any other cause beyond Caterer's control. Caterer assumes no responsibility in the event the facility is unwilling or unable to have the event take place on the event date. Caterer, may, at its sole discretion, make reasonable substitutions to menu, equipment, and other services listed on the invoice.

FACILITY FEES

Should function be held in a facility requesting additional fees or permits for the use of the facility, these additional fees will be invoiced to the client.

PRICES

Prices stated are subject to change according to the market price of products and with final guaranteed number of guests. Wineguys Catering will inform Client of market price changes no later than 30 days prior to the event. Client will have the option of revising products and services to reduce costs prior to payment as described in Terms & Conditions.

Client Signature

Date

Wineguys Catering Representative

Date

Reservation & Payment Policy Agreement

A non-refundable \$500 deposit is required to reserve a desired date, which will be applied to the final billing. Additional payments will be due as follows:

- » 90 days prior: current guest count and 50% of estimated balance
- » 30 days prior: finalized guest count and remaining balance*
- » 14 days prior: client will receive a statement summarizing all payments received

* Clients are responsible for the overage attendance the day of the event and will be billed per person charges as described in TERMS & CONDITIONS and POLICY AGREEMENT.

Food Charge: _____

Beverage Charge: _____

Estimated Guest Count: _____

Estimated Per Person Charge: _____

(Applicable for overages following finalized guest count.)

Staffing Charge: _____

Optional Venue Charge: _____

TOTAL: _____

Date Reservation Deposit: \$500 _____ Date Paid: _____

Installment Required (90 days prior to event): \$ _____ Date Received: _____

Balance Required (30 days prior to event): \$ _____ Date Received: _____

The details of the event, are set forth in TERMS & CONDITIONS and POLICY AGREEMENT, which is made a part of this Agreement. By signing this Agreement, all parties acknowledge that they have read the entire Agreement, and agree to all terms, conditions and fees set forth herein.

Client Signature

Date

Wineguys Catering Representative

Date

By signing the General Terms & Conditions and Reservation & Payment Policy Agreements, all parties involved are agreeing to Wineguys Catering policies as stated. Any changes or omissions to the agreement must be discussed and documented in a new Terms & Conditions Agreement and Reservation & Payment Policy Agreement signed by the Client and Wineguys Catering Representative.



A WINEGUYS RESTAURANT GROUP COMPANY

OFF-SITE CATERING

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Menu items, services, and pricing subject to change without notice.