



Carnegie Catering Policies and Procedures for Catering off Site

Venue Location

Please Read, Print, and Sign the following Catering Policies and Procedures established to assist you in arranging your function. These policies and procedures are intended to insure the highest level of quality in your food and beverage services, and to assist you from the initial planning stages of your event.

Booking, Date, Reservations, and Payment Schedule

Date reservations are ideal to secure our services without having to finalize a menu or service arrangement. Upon confirming availability, a non-refundable \$500 down payment, specified by Carnegie, is required to secure the date. An additional \$1000 non-refundable down payment will be due six (6) months prior to your event. The detailed menu and service agreement should be finalized no later than two weeks prior to the event date. The balance is to be paid in full, five days before your event unless other arrangements have been made prior to the event. Accepted methods of payment will be Credit Card, Certified Check, Cashier's Check, Money Order, or cash.

Contracts

Prior to your event, and with our mutual agreement, you will receive a Food and Beverage Contract outlining your food and beverage order. This form, and the Food and Beverage Contract must be signed and returned to our office before any food and beverage confirmations will be made. Price quotes are subject to proportionate increases to meet increased costs of food, beverage, and labor to within sixty (60) days of the event.

Cancellations

Any cancellations may be done up to, and including, thirty (30) days prior to the event. If cancellation occurs less than thirty (30) days prior to the event, the following charges will apply: If the event is cancelled less than thirty (30) days, but greater than seven (7) days to the event, the client will be charged 25% of the total cost of the event. If the event is cancelled seven (7) days or less prior to the event, the client will be charged 50% of the total cost of the event. All non-refundable down payments will be lost due to cancellation.

Guarantees

To insure the highest level of quality in your food and beverage services, final guarantees (number of servings for which you will be billed) for food and beverage functions must be received no later than five (5) business days prior to the event date. This count is not subject to reduction within this period, and you will be charged even if fewer guests attend. If a final guaranteed number is not given five (5) business days in advance, you will be billed, and we will prepare for, the original estimate.

Tax Exempt

For tax-exempt organizations, a copy of your Exemption Certificate must be received two weeks prior to your function.

Food and Beverage Requirements

In order to safeguard against health and liquor liability, no food and beverage may be brought into or taken out of the facility. All food and beverage items purchased and consumed are required to be purchased through Carnegie Café & Catering Co. All remaining food and beverages after the event's completion are property of Carnegie Café & Catering Co.

Service Charge and Tax

On all Food and Beverage functions, there will be a 20% Management Fee and 8% New York State Sales Tax applied.

I agree to the terms of this contract:

_____ **Date** _____