



Banquet & Catering Function Contract

Please print out this form, fill out, and fax back to:

262.886.2868

Day & Date of event: _____

Location of event: _____

Booked by: (Name & Phone): _____

Persons responsible for food bill: _____

Address: _____

Person responsible for liquor bill: _____

Address & Phone: _____

Number of guests: _____ @ _____ Per guest

Time that food should be served: _____

Menu & Food selection: _____

Deposit(s) payed _____

Clients Signature _____ Date _____

Catering MGR _____ Date _____



Banquet & Catering Function Contract

Please print out this form, fill out, and fax back to:

262.886.2868

- A 15% gratuity and a 5.1% sales tax shall be added to all food and liquor sales.
- The person signing the contract shall be financially responsible for all remaining charges the day of the event.
- No dates shall be reserved without a deposit. \$500.00
- As host, you are responsible for the behavior and actions of your guests.
- Any damage caused by a guest will be the host's financial responsibility.
- The bartenders, at their discretion, have the right to refuse service to anyone.
- All bar arrangements must be made with prior consent.
- No bottle goods or food may be brought in.
- We are not responsible for lost or stolen articles.
- All events are served with paper products and disposables.
- China and silverware are available at \$2.00 per person extra.
- No food shall be prepared without a deposit.
- Balance is due on the day of the event.
- The number of guests quoted must be confirmed 7 days prior to the event.
- If more people are served than quoted, it shall be added to the bill.
- If an event is cancelled, no deposit will be refunded.

Clients Signature _____ Date _____

Catering MGR _____ Date _____