

THE CELLAR CAFE CATERING CONTRACT

Thank you for choosing The Cellar Café for your upcoming event. We are here to provide you a memorable event, from start to finish. To ensure this we ask for your support in the following:

MENU SELECTION:

All of the menus at The Cellar Cafe are simply guides to help us tailor your event to fit your needs. We will work with you to design the perfect menu for your event. All food will be provided by The Cellar Café, unless an outside source is used for the cake. All food purchased is subject to 8% Washington State Tax and to additional service fees when extra staff is required. If your event is tax-exempt, please provide us with a copy of your Tax Exemption Certificate.

A final guest count is due no later than seven (7) business days prior to your event. If no final count is given, your original attendance will serve as the final count. If attendance falls below this number, the final count will be paid.

DEPOSITS AND PAYMENTS:

An event is not considered booked until The Cellar Cafe receives a signed contract and a deposit to hold the date. The initial deposit will be \$100.00. Half of the total food charges will be due approximately 6 (six) weeks prior to your event. The remainder of the food bill, and any remaining charges will be due with the final guest count 7 (seven) business days prior to the event.

Cancellation Policy: If the event is cancelled at least seven (7) business days prior, the initial deposit will be returned, less \$100 for service charges. If the event is cancelled less than seven (7) business days prior, half of the bill will be refunded. The Cellar Cafe reserves the right to cancel any event due to non payment of outstanding balance.

DECORATING:

The Cellar Cafe reserves the right to approve all decorations for any event held on premises.

ALCOHOL POLICIES:

The Cellar Cafe provides responsible alcohol service. As the host of an event, you are accountable for the behavior of your guests. Please assist us in ensuring responsible behavior. If your event includes alcohol service, all beverages must be supplied by The Cellar Cafe. Anyone ordering alcoholic beverages must be able to show a valid ID. The Cellar Café does not serve alcohol to anyone under the age of 21. We reserve the right to discontinue alcohol service or end the event with no refund if the following occurs:

*We find any of your guests drinking alcohol not supplied by The Cellar Cafe, or outside of designated service areas,

* If a minor, under the age of 21, is found drinking.

* We find someone providing alcohol to a minor.

* We find someone providing alcohol to someone who was refused bar service.

* If the safety of 2 or more of your guests, our staff and/or facility is in question.

PRICING:

The Cellar Café reserves the right to substitute for unavailable or over priced items. Prices are subject to increase to meet the cost of food and/or beverage items. The Cellar Cafe agrees to give reasonable notice to the event host in this case. The event host agrees to reasonable substitutions and agrees to pay such increases.

In House Charge: \$150 In House and Yard Charge: \$300 No Host Bar Charge: \$150

Server Charge: \$25 per server per hour

A 18% Gratuity will be added on to bills with 10 or more guests.

