



## CATERING CONTRACT

Thank you for choosing to host your event using Al Lago. We accept your reservation based upon the following information, terms and conditions:

Group Name \_\_\_\_\_ Event Date \_\_\_\_\_

The following Banquet Contract executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between \_\_\_\_\_, whose address is \_\_\_\_\_, & Al Lago ("Caterer). This Contract shall constitute the entire written Contract between the Parties

**GUARANTEED ATTENDANCE:** We ask you to confirm the total number of guests that will be attending at least fourteen (14) business days (3 weeks for wedding receptions) prior to the date of your event. The attendance figure you provide by this date will be the guaranteed minimum and cannot be reduced. If you do not provide a final attendance figure by this date, then the Expected Attendance number you provide below will be used for the preparation, staffing and food quantities for your event. We will bill according to your attendance figure or the total number of guests attending, whichever is greater.

\_\_\_\_\_ Expected Guest #

**PAYMENT TERMS:** The estimated catering balance is due 48 hours prior to the event unless previously arranged in writing (Estimated payment for weddings/receptions is due 3 weeks prior) with the final bill due the day of the event. All payments will be on one final bill. Separate check and payments are not permitted unless approved in writing prior to the event. Personal and business checks are not accepted the day of the event.

**CONFIRMATION OF YOUR EVENT:** We must receive final menu selections and other details by fourteen (14) business days prior to the date of your event. Wedding reception attendance count is due three (3) weeks prior to the date of the event.

**DEPOSIT & PAYMENT TERMS:** A \$400.00 deposit (\$1000.00 for receptions) is due in order to finalize any catering reservations. The estimated catering bill is due 48 hours prior to the event (Estimated payment for weddings/receptions is due 3 weeks prior) with the final catering bill due the day of the event. Personal and business checks are not accepted the day of the event.

**TAX AND SERVICE CHARGE:** All food, beverage prices and additional charges are subject to a service charge of 20% which will be included in the estimate payment and final account of charges. You are responsible for the payment of all state sales tax incurred in connection with your event. Food, Beverage, and Service Fees are taxable. If you are a tax exempt organization, please provide us with proof of Sales and Use Tax Exemption provided by your state, which must be returned with the Contract. If this Certificate is not returned along with the Contract, sales tax will be charged.

**ADDITIONAL CHARGES**

Soda or Punch & Coffee Service	\$2.00 per person
Champagne Toast	\$3.00 per person
Cash Bar Setup	\$395.00
China, Napkins, Goblets, Flatware	\$6.00 per person
Linen Tablecloths	\$10.00 each
Cake Service	\$1.00 per person
Glitter and Confetti Cleanup	\$250.00
Servers	\$23.00 each from port to port
Bartenders	\$28.00 each from port to port

**CANCELLATION:** A FULL EXECUTION OF THIS CONTRACT IS A COMMITMENT TO THE Banquet Contract as outlined above. The Contract may be cancelled only by written notice to the Banquet Manager at 3110 Sumner Tapps Hwy E \* Lake Tapps, WA 98391 and shall be deemed delivered upon personal delivery or the United States Mail, at any time seventy two (72) hours after the initial signing of this contract. Host initiated cancellations shall forfeit the Banquet Facility Deposit Fee. If you cancel less than 48 hours to your event, you will be charged 100% of the total bill. Any catering that cannot be completed due to act of God shall still be charged 100% of the total bill.

**FOOD AND BEVERAGE SERVICE AND CONSUMPTION:** We will provide all food and beverages and you agree that you or your guests will not bring food or beverages into the event venue without our prior written consent. We reserve the right to confiscate food or beverages that are brought onto club property without our consent. Food or beverages must be consumed during the times specified for your event and may not be removed from the event venue.

**ALCOHOLIC BEVERAGE SERVICES:** It is our policy to serve alcohol in a responsible manner. The Caterer reserves the right to refuse alcoholic beverages to anyone who appears under the age of 21 or in the sole opinion of the Catering staff, appears intoxicated. Please note that all alcoholic beverages served on the Premises must be provided by the Restaurant and dispensed by the Restaurant staff. All State, City, and County Alcohol Beverage Commission rules will be strictly enforced.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_  
The undersigned acknowledges, and agrees to, the items detailed above and as evidenced by my signature below, the Contract is hereby approved and considered to be legally binding on you and us.

\_\_\_\_\_Host