

## CATERING CONTRACT



ON AND OFF SITE CATERING • REHEARSAL DINNERS  
WEDDING RECEPTIONS • COCKTAIL EVENTS • REUNIONS  
BIRTHDAY PARTIES • PHARMACEUTICAL PROGRAM DINNERS

*From the Chefs of*

**ROCA**  
restaurant & bar

**IO SOUTH**  
ROOFTOP BAR & GRILL

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### **BANQUET & EVENTS**

*Customized Dinner Menus, Unique Rehearsal Dinners  
Distinctive Wedding Receptions, Spectacular Cocktail Events*

Enjoy the culinary expertise and personalized service of Refined South Catering for your next special occasion. Whether it's a formal dinner party, rehearsal dinner, cocktail or wedding reception, or casual get-together, we will handle everything to make sure your next event will be truly distinctive and memorable.

We have 2200 sq ft. of recently renovated ballroom space that is designed to satisfy a diversity of individual taste, budget and décor. Our seating capacity is 100 for dinner and 200 for a cocktail event.

### **DEPOSIT REQUIREMENTS**

1. There is a non refundable fee of 350.00 for ballroom. Food & beverage must be purchased from Roca or 10 South.
2. A deposit of 50% (non-refundable) of the total estimated amount is needed 2 weeks prior to confirm the booking.

### **FINAL PAYMENT**

Final Payment of all remaining balances is due at the end of the event. The invoice amount is due upon receipt.

### **CANCELLATION POLICY**

A 10 day cancellation notice is required.

### **GUARANTEES ON NUMBER OF GUESTS: (OFF-SITE AND ON-SITE)**

Food, beverage and add-on items charges are based on guest count. Guest count will be based on the Client's final guarantee.

**Final guest counts are due no later than one week before the date of the event.** If no final guest count is received, we will use the number of guests used in the attached proposal. If the guaranteed guest count falls below 75% of the proposal guest count, the price per guest may be increased. We will make every effort to accommodate any last minute increases in the guest count.

*The guaranteed number of guests may not decrease, however this number can be slightly increased upon 24 hours notice prior to the event.*



**SERVICE STAFF (OFF-SITE AND ON-SITE)**

Our staff will be dressed in black tie unless you request something different. Our proposal includes staffing for up to 4 hours beginning at the start time through final cleanup of the event. No overtime will be incurred if the event ends on schedule. We reserve the right to increase or decrease the number of staff if the guaranteed guest count is 10% higher or lower than the number included in this proposal.

**MENU CHANGES (OFF-SITE AND ON-SITE)**

Menu changes can be made one week prior to event. We absolutely must have this to insure food availability.

**EQUIPMENT RENTALS (OFF-SITE AND ON-SITE)**

Due to space restrictions, some equipment necessary for an event may be rented and the bill passed directly to the host. This will be discussed prior to the event.

**FLOWERS & DÉCOR (OFF-SITE AND ON-SITE)**

We utilize our local florists — Their cost is passed directly to you.

**ENTERTAINMENT (OFF-SITE AND ON-SITE)**

Jazz Trios, DJ, or live music. — Their cost is passed directly to you.

**LIABILITY (OFF-SITE)**

We suggest that all food and beverage be served on commercial banquet tables. If you would like us to use your tables, we cannot be liable for any damage to the tables.

**MOVING FURNITURE/CLEAN UP (OFF-SITE)**

Due to liability issues, vacuum cleaning and furniture moving is the responsibility of the client or facility. All tables and chairs must be set up and in their place prior to our arrival. Set up of tables is the responsibility of client, facility, or rental company. If the event is being held at Roca or 10 South, we will take care of this.

**DELIVERY FEES (OFF-SITE)**

A 5% delivery fee will be attached to all off-site events.

**LATE FUNCTION FEE (OFF-SITE AND ON-SITE)**

An additional 100.00 will be added to every hour the event runs behind the scheduled time. Three hour minimum for all events.



**VENUE/FACILITY FEES (OFF-SITE AND ON-SITE)**

Roca Ballroom is a charge of \$350.00. A 50% deposit must be paid 2 weeks prior to event for booking.

Many local venues charge a facility fee. This is not included in our price.

**Venues we like:** Roca Restaurant & Bar, Southern Cultural Heritage Foundation, Duff Green Mansion, Your residence, Farrell Hall (Parishioners only)

**IMPORTANT DEADLINES**

Linen .....One month prior to event  
Menu Choices..... Two weeks prior to event  
Final Count..... One week prior to event  
Floor Plan..... One week prior to event  
Final Payment.....Due day of event

Upon review and acceptance of the proposal and our catering policies, please sign below and return.

I have read this contract and understand and agree to the rates and terms and conditions of this contract. Please sign and return one copy to Refined South Catering. Remember to keep a copy for your records.

\_\_\_\_\_  
Refined South Catering

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date