

Policies

Guarantees

Masterson's Catering uses your final guarantee for staffing and food and beverage ordering purposes. Once a guarantee is received you will be responsible for payment based on your guarantee even if fewer guests actually attend. If more guests attend than your guarantee #, and we prepare additional products, or staff additional service, your billing will be based on the guarantee plus the additional # over your guarantee. A guarantee number of attendees is required **seven** working days prior to the function. In the event that the guarantee is not received **seven** working days prior to the event, we will assume the guarantee to be the maximum number previously expected. ***Food and Beverage menu pricing will be guaranteed by Masterson's Catering 12 Months prior to your event.***

Service Labor Charges

It is agreed that the event will begin promptly at the scheduled time, and that all attendees will vacate the facility at the closing hour indicated. In addition, it is agreed that any changes made to the setup of the room must be done before the room has been prepared for the event. Failure to comply with these regulations may result in additional charges which will be used to cover the facilities extra expense.

A 19% labor charge is added to your final food and beverage billing. The service charge pays for the staff required to setup, serve, and cleanup your event. This fee is not a gratuity to the staff working your event. Gratuities are not required and are not added to your billing by Masterson's Catering. Gratuities are encouraged if you feel your service was more than outstanding. If you choose to add a gratuity to your bill, the gratuity is paid out immediately to the staff and is therefore non-refundable and non-adjustable.

Room Agreements

You will receive a deposit request in the mail once your space has been reserved. In order to place your reservation on a definite basis, you must sign and return this agreement and the deposit amount requested on or before the date listed on your deposit request. **The facility deposit is 75% refundable only if the facility is rebooked with a similar type and size event.**

Food and Beverage

Food and beverage may not be brought onto the premises unless given permission by your event coordinator. An exception to this rule would be a wedding cake. **All alcoholic beverages must be purchased through Masterson's Catering.** Masterson's Catering will not be held liable for any actions of its guests and invitees on or off premise if any alcoholic beverages are served at your function by anyone other than employees of Masterson's Catering. For liability reasons, leftover food must remain the property of Masterson's Catering.

Beverage Charges

Bartender prices are included with the listed prices provided if the bar is a host bar. Cash bars are available but the host of the function is responsible for a \$100.00 per bartender labor fee based on a four hour event duration. No cash bar sales minimum is required.

Taxes

It is agreed that any and all applicable taxes will be paid in addition to the charges listed in this menu and all written agreements. Tax exempt organizations must provide a copy of the tax-exempt certificate 72 hours prior to the function.

Payment and Billing

All charges are to be paid in full at least seven days prior to the event. If direct billing privileges are requested, a complete credit application must be received and approved by our credit manager two weeks prior to the function date. Masterson's will not bill social functions or political functions. Items that cannot be calculated prior to the end of the function, such as bar consumption, should be paid for at the end of the event by credit card. Cash, certified check, or money order is the preferred method of payment. **Personal checks will not be accepted unless received 14 days prior to the event date.**

Minimums

All Friday evening events have a minimum food and beverage requirement of \$7000.00.

Saturday events ending by 3pm have a minimum food and beverage requirement of \$5000.00.

Saturday events ending after 3pm have a minimum food and beverage requirement of \$8500.00.

Sunday events have a minimum food and beverage requirement of \$3000.00.

Weekday events have a \$12.00 food and beverage minimum per guest. Additional service labor fees will apply for groups under 100 guests or where the 19% standard fee does not meet service labor needs. Please call for special pricing for trade show or meeting only pricing.

Signature _____ Date ____/____/____ Date of Event ____/____/____

I have read and understand the above.

This form must be signed and returned with your facility deposit payment.