

## **CATERING SERVICES AND CONTRACT**

### ***FOOD***

Our catering philosophy at Hallie Jane's is "simple and delicious." For that reason, food is priced per guest and includes all flatware, china, glassware, and napkins necessary for that menu along with garnished serving trays and/or necessary chafers. We will also use the customer's pieces, provided they are dropped off three days prior to the event.

### ***SERVICE***

Hallie Jane's provides uniformed and trained servers to set up, serve, and clean up the event. Hallie Jane's does not use temporary services to staff any of our events. All servers are dressed in black & white with ties for formal functions and khakis with white polo shirts for more casual events. The service charge ranges from 20%-30% of the food and beverage cost, depending on the style of service. A buffet using disposable goods is a lower percentage and increases for more formal styles such as seated affairs or stations menus requiring additional servers to carve, sauté, etc.

### ***RENTALS***

HJC provides or assists in managing all rentals to the degree that the client or venue needs. This can include providing tents, lighting, dance floors, tables, chairs, linens, specialty bars & furniture. HJC also provides design services and rental management when clients choose to contract with a rental company directly. In this case, HJC will recommend the most efficient and affordable approach for each event. When HJC provides linens, adjustments to linen orders must be finalized 14 working days prior to an event.

In the event that any of the rentals/linens are damaged, whether due to actions of customer or guests, the customer will be responsible for replacement costs. Prices vary depending on the type of linen/rental.

### ***LEFTOVER POLICY***

If the headcount is accurate, there is no legal obligation to distribute leftovers. If there are fewer guests than the headcount, the customer will receive the amount of food that was brought for the guaranteed headcount.

There are no leftovers for a seated event if the headcount is accurate.

There are Health Department and insurance guidelines regarding food storage and temperatures that prevent us from giving customers food that has been on a buffet at room temperature during an event. However, HJC brings disposable containers in order to package up 'food safe' leftovers and asks clients to consume all leftovers within a 2 day period.



## **BAR SERVICE**

There are 3 components to all event bar services.

1. **THE ALCOHOL:** As Hallie Jane's Catering is not licensed to sell alcohol, the customer must provide all alcoholic beverages.
2. **THE BAR SET-UP:** There are two standard types of bar set ups:

### *BEER & WINE:*

The cost for the bar set up to serve Beer and Wine is between \$4.25 and \$5.75 per person. While HJC can customize each event's set up, the following is what is included to support a standard beer & wine bar:

Coke	Bar Tools for opening Wine & Beer
Diet Coke	Lexans lined with white linen for icing beer & wine
Sprite	Sweet tea & water
Wine Glasses	Ice (to chill bottled beverages & for drinks)
Beer Pilsners	Cocktail napkins
Double Old Fashion Glasses	

### *FULL BAR:*

The cost for a full bar is between \$5.50 and \$8.00 per person. While HJC is happy to customize each event's set-up, the following is what is included to support a standard full bar:

Coke	Lemons	Wine Glasses
Diet Coke	Lime	Beer Pilsners
Sprite	Tonic	Double Old Fashion Glasses
Ginger ale	Club Soda	Ice
Sweet tea & water	Orange Juice	Stirrers
Bar tools	Cranberry Juice	Cocktail Napkins
Lexans lined w/ linens for icing down Beer & Wine		

3. **BARTENDER SERVICE:** HJC offers trained and insured bartending at an hourly rate. The number of hours includes 2 hours of set-up prior to guest arrival and 1 hour of break down at the end of the event. There is a 5-hour minimum for bartending. As a rule of thumb, HJC estimates 1 bartender for every 65-75 guests.
  - Bartender service is \$30/hour

### **A few BAR NOTES:**

- Self-Serve bars are only available for below 30 guests and must be disposable.
- HJC bar set-ups and bartenders must be contracted together. If a client wishes to provide bartenders, they will be responsible for bar set-ups, and vice-versa.
- Signature drinks and additional bar service, such as champagne toasts, Martinis, and Margaritas can be added to any bar set-up.
- HJC recommends 1 Bar for up to 150 guests. Multiple bars increase bar set-up charges.
- HJC recommends that beer selections be limited to 2-3 choices and wine selections limited to one type of red, white, and blush. This is only a request to help facilitate the proper chilling and timely service at the bar.



**CHECK LIST OF KEY STEPS:**

\_\_\_\_\_ INITIAL CONSULTATION: HJC takes great care to understand the vision each client has for their special event. In order to send accurate and complete proposals, please **call or email** through the website to schedule the initial consultation (no charge!) so we can get to know you and your wishes better.

\_\_\_\_\_ CONFIRM EVENT: Once your proposal accurately represents the vision and budget for your event, you are ready to secure the date on the HJC calendar with a **non-refundable** deposit of 1/3 the estimated total. This amount is itemized on each proposal. **Send this page signed (see below) along with payment.** At that point, your event is confirmed even though changes in headcount, timeline and menu are still allowed.

\_\_\_\_\_ PHASE 2 PLANNING: Once your event is confirmed, HJC will round out the details necessary for your event, such as an on-site consultation, layout design, rental management, vendor references, and scheduling the tasting.

\_\_\_\_\_ TASTING: **Applying to weddings only.** HJC offers a complimentary tasting of your specific wedding menu for up to 4 guests once your event is confirmed. In addition to tasting delicious food, this time is used to further discuss and determine essential details to insure the success of your event. Timeline, layout, rentals, linens, venue and vendor information, are just some of the many aspects we will address. To that end, we recommend the tasting be scheduled **2-3 months** prior to your event date, as many more specifics regarding your vision and budget will be better known at this point.

\_\_\_\_\_ FINAL DETAILS: Prices on menus are based on the initial headcount. If the guaranteed headcount drops below 25% of this number, Hallie Jane's reserves the right to adjust the price accordingly.

Final headcounts, timeline and menus are confirmed **10 business days prior** to your event during the "final read-thru" with your HJC coordinator. This headcount serves as the guarantee for the party and cannot be lowered after this point, but may be raised **until 3 business days prior** to the event. Changes in headcounts may be subject to additional charges and there are no refunds or discounts if the headcount is not met.

\_\_\_\_\_ FINAL PAYMENT: Final payment is required **7 days prior** to your event date. Methods of acceptable payment include cash, checks and credit cards. There is a maintenance fee of 2.5% for Visa and MC and 4% for AMEX on the amount processed. Any balances remaining at the **3 business day** mark prior to the event, due to headcount increases or additions, must be paid the same day. For corporate events, the balance must be paid within 30 days after the event date to avoid late fees.

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

Enclosed is a deposit of \$ \_\_\_\_\_, based on the estimated total amount of \_\_\_\_\_ for the said date \_\_\_\_\_.

*Thank you for giving us the opportunity to cater your special occasion.*