



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 & PRODUCTION

The service & production charge is based on the guest count, menu format, and the length of the event. This covers the service staff, the back-of-house culinary team, and the event manager that are on-site to execute the actual event along all the behind-the-scenes work leading up to the event and after the event. As the headcount, menu, or duration of the event adjusts, the charge will adjust to ensure the proper level of 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.

RENTALS

HJ provides or assists in managing all rentals to the degree that the client or venue needs. This can include providing tables, chairs, linens, etc. HJ also provides design services and rental management when clients choose to contract with a rental company directly. In this case, HJ will recommend the most efficient and affordable approach for each event. When HJ 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 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 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 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
Containers for chilling		

3. **BARTENDER SERVICE:** HJC offers trained and insured bartenders. As a rule of thumb, HJC estimates 1 bartender for every 65-75 guests and 1 bar back for every 2 bartenders.

A few BAR NOTES:

- 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 catering consultation 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. If the event is booked within 30 days of the event date, HJC requires a **50% non-refundable** deposit to secure the date. This amount is itemized on each proposal. **Send this last page signed of the contract and the last signed page of the proposal with the 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. Hallie Jane’s hosts an annual group tasting in January or February featuring our most popular items. The tasting is complimentary for up to 4 guests once your event is confirmed. Private tastings can also be scheduled during non-peak months.

GUARANTEED HEADCOUNT: Prices on menus are based on the initial headcount. If the guaranteed headcount drops below 15% of this number, Hallie Jane’s reserves the right to adjust the price accordingly. The guaranteed headcounts are due no later than **10 business days (2 weeks) prior** to your event. This headcount serves as the guarantee for the party and cannot be lowered after this point but may increase until **4 business days prior** to the event. Changes in headcounts after this date may be subject to additional charges and there are no refunds or discounts if the headcount is not met.

FINAL DETAILS: All event details (guaranteed headcount, timeline, menus, layouts, etc.) will be finalized approximately two (2) weeks prior to the date of your event and confirmed during the “final read-thru” with your HJC coordinator. The final catering proposal will be issued for your approval and signature and is due back no later than 1 week before your event date. The final catering proposal will supersede all previous arrangements.

Although every effort will be made to adhere to the original price quote and menu options provided in the initial catering proposal, in the unlikely event of extreme market fluctuations or product availability Hallie Jane’s Catering reserves the right to adjust prices and/or menu options to equal substitutes until the proposal has been signed by the Client and returned to HJC. Any price changes made for these reasons will be discussed with and approved by the Client prior to any charges being incurred.

Once the final proposal has been approved, any changes made to the event may incur additional fees. Therefore, please be sure to review the proposal for your Event very carefully and make all changes you desire before returning the proposal with your signature.

FINAL PAYMENT: Final payment is required **7 business days prior** to the event date. Methods of acceptable payment include cash, checks and credit cards. There is a convenience fee of 3.5% for Visa, MasterCard, & AMEX on the amount processed. Any balances remaining at the **4-business day** mark prior to the event, due to headcount increases or additions, must be paid that same day via cash or credit card ONLY- personal nor company checks will not be accepted. For established corporate clients, the balance must be paid within 30 days after the event date to avoid late fees.

By signing below, the undersigned acknowledge that they have read, understood, and agreed to the terms and conditions of this Agreement.

Signed: Client _____ Date _____

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