



# SAMPLE EVENT

Monday, August 22, 2022

## EVENT CONTRACT

**CLIENT:** App Catering    **CONTACT:** Mandi Hood    **PHONE:** 845-800-2891

## EVENT SUMMARY

Date	Time	Areas	Guests
8/22/2022	6:00 pm – 9:00 pm	Grandview Ballroom ABC	100

## FOOD

Qty.		Price	Total
100	<b>Asiago Potato Souffle</b> (V, GF) Roasted Red Bliss Potato Stuffed with Creamy Chive and Asiago Filling	\$3.00	\$300.00
100	<b>Buffalo Chicken Dip</b> (GF) Shredded Chicken and Creamy Buffalo Sauce Tortilla Chips	\$3.00	\$300.00
100	<b>Mushroom Tartlets</b> (V+) Caramelized Wild Mushrooms, Garlic, Herbs in a Crispy Shell	\$3.00	\$300.00

## BEVERAGE

Qty.		Price	Total
100	<b>ICE WATER</b>		
100	<b>SWEET TEA</b>	\$1.50	\$150.00

## ESTIMATED BILLING

	Total
Beverage	\$150.00
Food	\$900.00
Subtotal	\$1,050.00
Operational Charge	22.0% \$231.00
State Sales Tax	6.75% \$70.88
Grand Total	\$1,351.88
<b>Amount Due</b>	<b>\$1,351.88</b>



# SAMPLE EVENT

Monday, August 22, 2022

## TERMS AND CONDITIONS

*This Agreement (the "Agreement") between Grandview Catering & Events at Appalachian State University ("Grandview") for use of its catering services and/or rental of Grandview Ballroom and Mandi Hood of App Catering ("Client") for SAMPLE EVENT on Monday, August 22, 2022 Grandview will, upon receipt of this signed agreement and deposit from the Client, hold the date requested by Client for their event.*

## EVENT DETAILS

- Event Name: SAMPLE EVENT
- Date: Monday, August 22, 2022
  - Final menu edits due 14 days prior to event
  - Final guest count due 7 days prior to event
- Location: Grandview Ballroom ABC
- Start Time: 6:00 PM
- End Time: 9:00 PM
- Estimated number of guests: 100

## EVENT PLANNING AND COORDINATION

A Grandview manager will work as your liaison to the Grandview team to help in the coordination of your event.

Events in Grandview Ballroom:

- The manager and Client will communicate regarding logistics such as table and chair set up, linen rental, serviceware and displayware, audio/visual needs, program timeline, food and beverage menus.
- Grandview Catering & Events is the exclusive caterer for Grandview Ballroom. No outside food and beverage may be permitted. The only exception to this is for wedding cakes.
- Grandview does not coordinate event details such as outside vendors, florals, photography, decorations, lodging, registration and guest lists, music or any other special arrangements.
- Weddings require a designated wedding planner to coordinate the day of events on behalf of the bride and groom. A wedding planner may be a professional or designated friend or family member to coordinate the day of the event and be the main point of contact for Grandview during the wedding.

Events in all other locations:

- For all catering functions held outside of Grandview Ballroom, the manager and client will communicate regarding details pertaining only to the catering portion of the event including menu selection, time the meal is to be served and cleaned up and applicable rentals.
- It is the responsibility of the Client to secure the venue, tables and chairs, and arrange all other aspects of the event.

## CANCELLATION BY CLIENT

The Client may cancel this Agreement by providing written notice via email to the manager they have been in contact with, as well as the Director of Grandview Catering & Events. Grandview will provide written confirmation of receipt of cancellation request.

In the event of a Client cancellation of this contract, cancellation charges will apply according to the chart below, with the amount of cancellation charges due to Grandview determined by the amount of advance notice provided. Cancellation charges shall be due to Grandview within ten (10) business days of the date of cancellation. **All**

**deposits received by Grandview from the Client with the signing of this Agreement are non-refundable and will be applied toward any outstanding charges due.**

Additional charges for cancellation are as follows:

If the date of Client cancellation is:	Client damages owed will be:
Up to 181 days prior to event date	50% of the total amount contracted
Between 180 and 91 days prior to event date	75% of total amount contracted
Between 90 and 31 days prior to event date	90% of total amount contracted
Between 30 and 0 days prior to event date	100% of total amount contracted

## **CANCELLATION BY GRANDVIEW CATERING & EVENTS**

This Agreement may be terminated by Grandview Catering & Events at any time upon ten (30 days written notice to Client with or without cause. In the event of such a cancellation by Grandview, the deposits paid by Client shall be returned within thirty (30) days of the notification of termination.

Grandview also reserves the right to cancel the Event at any time with or without prior notice, due to extreme inclement weather or for any other Force Majeure event that would render it impossible, illegal or infeasible to hold the Event. In the event of such a cancellation, Client shall be notified as soon as practical and this Agreement shall be terminated without any liability to Grandview. In the event of severe weather that necessitates a cancellation of any reservation, the Parties will make all reasonable efforts to reschedule the event at a mutually agreeable time within twelve (12) months of the original event date.

## **BILLING PROCEDURES AND DEPOSIT SCHEDULE**

Grandview does not consider the event as a definite booking until an advance deposit has been received along with the Client's signed Agreement. Grandview will send the Client a deposit request via the event software.

Amount Due	Due Date
50% of contract as a non refundable deposit	Upon execution of this Agreement
Remaining balance of contract	10 days prior to the event
Additional charges added after the final payment due to event changes, or during the actual event	After the event concludes. Client will be sent an invoice by Grandview

The Client is required to pay Grandview in advance in accordance with the schedule of payments above. If the Client has not paid any deposit or the final payment amount when due, Grandview may cancel the Agreement in its sole discretion without any liability to Grandview. In addition, Grandview may terminate this Agreement for late payment and retain the advance deposit or seek additional amounts necessary to equal the cancellation schedule or attrition fees as listed in this Agreement.

**It is recommended that payments be made via cash or check. Checks must be written to Appalachian State University with "Catering" and the event number in the memo line. Credit card payments are acceptable, but incur an additional 3% processing fee.**

Tax:

- Client and its attendees agree to pay any and all federal, state, municipal and other taxes imposed on or applicable to the Client's event.
- If the Client is tax exempt, proper documents must be provided prior to any monies being received. Grandview will not determine the Client's tax exemption status and all verification of exemption can be obtained from the NCDOR.

## **RIGHT OF ENTRY TO GRANDVIEW BALLROOM**

Grandview Ballroom premises are at all times under the control of Grandview Catering & Events, and the

Grandview staff reserves the right to enter the facility at any time. Clients may enter the space during their allotted rental time only and may not arrive early for set up unless it has been arranged in advance. Time that the Client and any outside vendors are in the space will be billed on a per hour basis.

Overage:

The Client agrees to begin the event promptly at the scheduled start time and to have guests, invitees and other persons vacate the premises at the end time indicated on the contract. Any event that extends beyond the contracted time will be billed to the Client for the additional time. Any and all additional time must be approved with Grandview. If the request for additional time is denied, the Client and attendees will be considered trespassing and guests will be asked to vacate the premises.

## **CLIENT RESPONSIBILITIES**

- Communicate with your venue contact about the need for food tables and how you would like it to be set up.
- Notify Grandview Catering & Events within 14 days of any requested menu changes.
- Notify Grandview Catering & Events within 7 days of the FINAL guest count.
- Communicate with Grandview Catering & Events regarding special requests, location changes, allergies and anything specifically related to the food and beverage portion of your event.

## **GRANDVIEW CATERING & EVENTS RESPONSIBILITIES**

- Provide an accurate quote that includes all event details, menu items, fees and line by line pricing and descriptions.
- Arrive at the event location with requested items prior to the event in order to have all items set up and ready to be served 20 minutes prior to start time.
- If the event is planned to have servers and/or an attendant, those staff members will stay on site for the duration of the event. If it is planned as a drop off or delivery, staff will leave and return at the end time. In the event of a drop off or delivery, staff in the department or unit hosting the event are responsible for keeping food warm/cold as needed to comply with all health and safety requirements.
- After the event end time, Grandview Catering & Events will arrive back to the location to clean up food and beverage related items.

By signing below, I confirm that I have read and understand the guidelines set forth above. The signing of this document will signal to the catering staff that you would like to move forward with your event.

## **Client Signature**

No signature on file

## **POLICIES AND PROCEDURES**

### **Order Request Process**

- Schedule the date, time and location of your event. Book your event space through the specific venue to ensure that the space has been reserved properly.
- Request catering services as soon as possible, but no later than 7 days before the event. An event manager will be in touch regarding availability, menus and pricing.
  - The catering team needs the following details before accepting your request: event date, time, location, point of contact, estimated guest count and budget code or other form of payment
- Review your proposal and e-sign the Letter of Agreement (internal ASU clients) or the Contract (external clients).
  - The proposal will include food and beverage items, catering equipment, labor and an operational charge which is a percentage of the total cost.
  - If applicable, additional charges may be incurred for delivery, tablecloths and napkins, serveware, audio/visual equipment and other specially requested items.
  - Orders with a budget of less than \$500 can be picked up at the catering kitchen and are not able

to be delivered at this time.

- If alcohol is to be served, read and follow the university's alcohol regulation.
- Final menu edits and requests need to be communicated at least 14 days prior to the event
- A final guest count need to be communicated at least 7 days prior to the event
  - Changes requested within the 7 day window may not be possible to accommodate, or may incur additional fees.

### **Operational Charge**

An operational charge is automatically applied to every event. This fee helps to offset the costs of our overhead and business operations including, but not limited to, catering truck gas and maintenance, administrative costs, maintenance of Grandview Ballroom, purchase of catering kitchen equipment, and general repairs. This is not a gratuity.

### **Guaranteed Guest Count**

A final number of guests must be provided no later than seven (7) days prior to the event. If your guest count reduces within the seven days, you will be charged for the amount contracted at the seven day mark to account for food that has been ordered and prepared. If your guest count increases, we will do our best to accommodate the increased amount of food but it cannot be guaranteed.

### **Set up and Serveware**

For an additional fee, we offer several options for serveware and linen if you are needing tablecloths, napkins, china, silver and glassware for your event. We do NOT provide tables, chairs or decorations.

### **Special Dietary Needs**

It is essential that clients alert the catering coordinator of specific dietary needs during menu planning prior to the event. Grandview Catering & Events makes every effort to mark food allergens and train staff appropriately; however, ingredients and nutritional content may vary. Manufacturers may change their product formulation or consistency of ingredients without Catering's knowledge, and product availability may fluctuate. Customers should also note that consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

It is, therefore, ultimately the responsibility of the client to judge whether or not to question ingredients or choose to eat selected foods

### **Our Commitment To Sustainability**

Food deliveries will be made in 100% compostable or recyclable containers with 100% compostable or recyclable service items unless otherwise requested. Additionally, beverages will be in recyclable cans or bottles.

### **Leftovers & Liability**

The client is responsible for informing the staff prior to the event if the food is to be saved and a limited number of to-go containers can be provided to the client at the conclusion of the event (not prior to the conclusion). Should no instruction be given, all leftover food and drink will be disposed of by Catering at the conclusion of the meal function. This policy is to limit the risk of foodborne illness due to improper handling or storage of leftover food items in accordance with recommendations from the Health Department regarding food health and safety. Any food items that leave the event with the client or guests are the responsibility of the client or guest. Grandview Catering and Events will not be held responsible for food safety once the event concludes.

For pick-up and drop-off orders, it is the client's sole responsibility to ensure food safety once the items are picked up or delivered. By signing this agreement, you agree to serve the food in a timely manner and in the way in which it was prepared.

### **Right of First Refusal**

The preparation and sale of food and beverages on campus is reserved exclusively for Grandview Catering & Events. If you would like to use different vendor for food at any function, a Right of First Refusal form must be completed

Exceptions may be granted by Grandview Catering & Events to use another vendor are reviewed and approved on a case by case basis.

This Right of First Refusal form is required for all catered events or activities held on Appalachian property that are hosted or administered for university-sponsored functions or that use university managed funds.

It is understood that there are to be no sales on-site, that only members and guests of the sponsored event may be served, and the host organization is responsible for adhering to food safety measures. Clean up of the area following the function is the responsibility of the caterer and/or sponsored organization.

### **Staffing**

In order to achieve Grandview Catering & Event's high standards for cuisine and service, staffing needs will be determined by the catering coordinator according to the type of event and guest count.

### **Right of Entry to Grandview Ballroom**

If your event is in Grandview Ballroom, please note that the premises are at all times under the control of Grandview Catering & Events, and the Grandview staff reserves the right to enter the facility at any time. Clients may enter the space during their allotted rental time only and may not arrive early for set up unless it has been arranged in advance. Time that the Client and any outside vendors are in the space will be billed on a per hour basis.

The Client agrees to begin the event promptly at the scheduled start time and to have guests, invitees and other persons vacate the premises at the end time indicated on the contract. Any event that extends beyond the contracted time will be billed to the Client for the additional time. Any and all additional time must be approved with Grandview. If the request for additional time is denied, the Client and attendees will be considered trespassing and guests will be asked to vacate the premises.

## **Client Signature**

No signature on file