



SAMPLE EVENT

Monday, August 22, 2022

EVENT CONTRACT

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

EVENT SUMMARY

Date	Areas	Event Type	Guests
8/22/2022	Grandview Ballroom ABC		100

FOOD

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

BEVERAGE

Qty.		Price	Total
100	SWEET TEA	\$1.50	\$150.00
100	ICE WATER		

ESTIMATED BILLING

	Total
Beverage	\$150.00
Food	\$900.00
Subtotal	\$1,050.00
Operational Charge	18.0% \$189.00
Total Amount Due	\$1,239.00



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LETTER OF AGREEMENT for ASU CLIENTS

*Your catering order will be considered **CONFIRMED** once this signed agreement is received. This agreement is a binding agreement between Grandview Catering & Events and App Catering for the catering services detailed below and is effective upon the last date signed below.*

EVENT DETAILS

- Event Name: SAMPLE EVENT
- Date: Monday, August 22, 2022
- Location: Grandview Ballroom ABC
- Start Time: 6:00 PM
- End Time: 9:00 PM
- Cancellation Deadline: {7 Days prior to the 22nd }
- Number of guests: 100

COSTS

- A Budget Code needs to be provided PRIOR to the event and will be charged AFTER the event.
- If any items are being charged on consumption (soda cans or alcohol), the actual amount consumed will be calculated after the event and the adjustments made to your invoice prior to being billed.
- Estimated Catering Costs: \$1,239.00
- This amount includes food and beverage and our operational fee, as well as any additionally requested items such as linens and china.

CANCELLATION POLICY

If you need to cancel your catering order, you must do so in writing (via email) at least 7 days prior to the event. Events canceled without at least 7 days notice will be charged 50% of the total quoted price to cover costs of food and beverage that have been ordered specifically for your event. Any cancellation charges due to official university-imposed closures, the cancellation fee will be waived.

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 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 Grandview Catering & Events that you would like to move forward with your order.

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. Labor will be included as part of the proposal and invoice.

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