

Grafton Peek Inc. Catering Policies & Procedures

Event Information:

PROCEDURES

1. Within three weeks prior to the event a final planning session is conducted at which time event details, such as final guest count, menu selections, room set-ups, and other items will be recorded and balance due paid. All event details will be confirmed at this final planning session.
2. All alcohol, specialty linens & services requests are required at least three weeks prior to the event date.

POLICIES

Room Rental: Grafton Peek Catering's exclusive venues are rented for four hour event periods. Additional time can be rented in advance for an additional fee.

Exclusive Caterer: Grafton Peek Catering reserves the right to be the sole caterer for all food and beverage.

Confirmation Deposit: A \$500.00 Confirmation Deposit is necessary to secure the event date. The Confirmation Deposit will be applied to the total event balance. Event date and time is secured with payment of the Confirmation Deposit. The Deposit is fully refundable for 30 days after the Booking Date. Confirmation Deposits may be transferred but can not be refunded after the 30 day period.

Menus & Services: We can custom design a menu and service package to meet your taste and budget. Events secured over twelve months before the event date are subject to general price changes related to market or other price increases. Room rental rates are guaranteed and fixed as of the Confirmation Date.

Linens Fees: White, black or ivory linen tablecloths and choice of color napkins, includes white skirting are provided for a reasonable fee per guest. Custom color linens & chair covers can be provided for an additional fee.

Audio / Video Presentations: It is the responsibility of the client to insure that their A/V presentation works prior to the event. Grafton Peek, Inc. is not responsible for video and other presentations that do not function properly.

Bar Responsibilities: Bartending and Management staff reserve the right to discontinue serving alcohol to any guest acting in an improper manner.

Security: Grafton Peek, Inc. reserves the right to require security on staff at any facility in which we are serving alcohol. In the event security is required, the client is responsible for the direct cost. In most cases, security is necessary at sorority formals, college events, and outdoor events with over 250 guests.

Guaranteed Guest Count: A final guest count is to be confirmed 21 days prior to the event date.

Rehearsals & Decorating: Rehearsals and decorating that take place after 4:00 pm are charged at \$50.00 per hour and includes a service staff member on site.

Payment: Payment in full for each function is to be made three weeks prior to the day of the event. Acceptable forms of tender are: Cash, Cashiers Check, Business Check & Personal Check (minimum 21 days prior payment for personal check).

Damage Deposit: Although there is generally no damage deposit required, we will contact you if damages occur and discuss settlement. By signing below, or on your event statement, you acknowledge that you clearly understand you are financially liable for any damage to the event center (indoor & outdoor) as a result of your function. Grafton Peek, Inc. reserves the right to receive a \$500.00 damage deposit from a client for any event.

Leftover Food: We have extended food temperatures and holding conditions to a point that we can not release leftover food to you or your guests. This policy is required by the County Health Departments of the State of Indiana.

Entertainment: Grafton Peek, Inc. offers DJ / MC services at our venues. You may bring in a DJ or other entertainment that you have contracted or utilize those available through Grafton Peek Catering. Outside vendors must contact us at least one week prior to the event to discuss set-up and electrical needs to insure that all systems will be functioning. Damage done to the venue by outside vendors is the sole monetary responsibility of the client.

Referrals: Grafton Peek, Inc. will be glad to assist you in recommendations for elegant florists, limo services, horse & carriages and much more. Grafton Peek, Inc. and its employees are not responsible for helping sub-contractors with loading, unloading, set-up, etc.

Bird Seed, Glitter & Confetti: No bird seed, rice, plastic diamonds, glitter, tape, helium balloons or confetti are allowed inside the Venues of Grafton Peek. Violations of this policy will incur a minimum \$100.00 cleaning fee.

Room Decorations: Grafton Peek, Inc. will provide table decorations at a reasonable expense. We recommend and encourage our clients to decorate to their heart's content. Decorating must be scheduled with the Grafton Peek Event Coordinator. All decorations that are to be kept must be taken at the end of the function. Decorations left at the facility without instructions for pick up will likely be discarded.

Lost, Stolen, or Broken Items: Grafton Peek, Inc. is not responsible for lost, stolen, or broken personal items, or items which have been left after an event by the client or their guests.

Indiana State Law prohibits you or your guests from bringing any alcohol to the event. All alcohol at the event must be sold and served by Grafton Peek, Inc. staff to protect our license and assure complete control of alcohol services at the event.

Signature of Responsible Party

Date

Printed Name of Responsible Party