

POLICY GUIDELINES AND CONTRACT

We request that you schedule a planning session at least 30-60 days prior to your event, at which time food beverages, and any special requests you may have will be discussed.

The following items are prohibited. Confetti, glitter, sand, tacks, staples, nails, and duct tape are prohibited. Candles must be in adequate holders to catch the wax, and are not allowed in the bathrooms. If any of these items are used a minimum of \$175.00 cleaning fee will be charged.

All alcoholic beverage sales are regulated by the State of Wisconsin. Banfield's, as a licensee is responsible for the administration of these regulations within our facilities. Alcoholic beverages cannot be brought into Banfield's from outside sources. We reserve the right to refuse service to any person without legal age verification (21) or anyone who appears intoxicated.

Menu selections must be confirmed at least 30 days prior to the event and the final guest count must be confirmed two weeks prior to the event date. The guarantee number is not subject to reduction and represents the minimum number of guests for which you will be charged. If final number is not received the contracted number of guests will be considered the final number. If the actual count on the day of the event is higher than the guarantee number, final charges will be based on the number of people served.

Any special order alcohol not stocked by Banfield's will be purchased at the current Banfield's rate. Any special order alcohol not consumed will be the property of the customer and must be removed from Banfield's the night of your event, or will become the property of Banfields.

Any cancellations not made 30 days prior to the event will result in the parties being responsible to pay for the guaranteed number of guests. Deposits are non-refundable.

Payment for all services is required at the conclusion of the event. All food and beverages are subject to a service charge of 15% and a 5.5% state tax. Payments can be made by cash, check, money order, or visa/mastercard. (a 3% service fee applies to credit card payments).

Should any damages inside or outside Banfield's occur during your event, or if any repairs or replacements are required, you will be responsible for such repairs or replacement.

Banfield's is not responsible for lost or stolen items.

All decorations, gifts, and belongings must be removed immediately after your event.

Prices are subject to change and can be confirmed up to 30 days prior to your event.

I certify that I have read, understand, and agree to the rules set forth in these policies. I further certify that I have received a copy of Banfield's policies and guidelines and the catering plan and that the information contained within the catering plan has been reviewed by me and is accurate.

Customer Signature: _____ Date: _____

Banfield's Banquets & Catering 273 North Hollow Rd Cuba City, WI 53807 608.744.8877 or 608.732.4301