

# REDBARN CATERING LLC

## Contract Agreement

212 Lins Ct (Mailing) / 525 E Madison St (Kitchen), Spring Green, WI 53588  
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### Services

- All meals will be served Buffet Style unless arranged otherwise.
- Plated & Family Style meals are available upon request. A fee of 30%\* will be applied to your total bill to pay for this service.  
\*This fee covers the additional staff, equipment, and food required for these serving styles.
- All Entrée Menus include one 6-7 ounce Entrée, choice of one Starch Side, one Vegetable Side, a Side Salad, Coffee, Ice Water, and Bread Basket w Butter.
  - You may receive a second Entrée and Vegetable Side at 50% off its listed price (applies to Buffet Style only). You will receive the discounted price on whichever entrée costs less.
  - Alternatively, for a more cost-effective Buffet option with two entrées and less food waste, have your guests RSVP with their Entrée choice. Your guests will be served their choice as they go through the Buffet. Open Buffet after serving.
  - You may choose a third Entrée for an additional \$400.
- Luncheons come with Side Salad, Bread, Coffee, and Ice Water only. Choose no more than two Luncheon items.
- Additional sides are available for \$3.50 each.
- Children under the age of 8 years old may receive an Entrée selection at half price.
- Any party of 50 guests or more will receive Wait Staff Service. Wait Staff will set up food service area(s), serve food when applicable, provide beverages during the meal, bus tables, & clean up all RedBarn Catering related messes. A fee of 25%\*\* will be applied to your bill to pay for this service.  
\*\*This fee covers the wages for additional staff needed for larger events.
- 1 hour is allotted for Cocktail Hour. A \$50 "Extended Schedule Fee" will be added to your invoice for every 30 minutes over the allotted time (covers additional staff wages). Fee also applies to food served past scheduled time due to client delay.
- A Certified Food Safety Manager will be on site at your event for as long as RedBarn is present.
- Please notify RedBarn Catering of dietary needs no less than one week prior to your event.
- For liability purposes, RedBarn Catering unable to provide alcoholic beverages.
- You are responsible for the rental of any additional items (linens, glassware, chairs, etc.) that are not provided by the hosting venue.
- High quality compostable/disposable table settings will be provided **free of charge**. Items include palm leaf plates, heavy duty cornstarch flatware, embossed paper napkins, and eco-friendly hot & cold beverage cups.
  - Bamboo Flatware may be provided for an additional charge of \$1.50 per guest.
- If not using the provided disposables, a 10% dish handling fee will be applied to your bill.
- Cake cutting and plating service is available for \$2.50 per guest.
- Food deliveries are subject to a \$100 (minimum) delivery fee. Varies on hosting venue location.

### Payment Policies

- **To reserve a date, simply fill out the information below and mail this contract with a refundable deposit of \$500 to RedBarn Catering.** The deposit will be credited back to you in your invoice. RedBarn Catering only takes one event per day on a first-come, first-served basis. Deposits are not transferable to other dates.
- Accepted methods of payment are cash, check, or money order. Make checks payable to RedBarn Catering.
- **Full payment is due on or before the day of your event.** If full payment is not received by the deadline, a 5% penalty may be applied to your bill.
- **The final guest count and any menu changes must be given no later than 1 week prior to your event.** If more than the given guest count is served, the additional servings must be paid for within 1 week of your event.
- Quotes cannot be guaranteed more than one month from event date, due to unpredictable food costs.
- All events are subject to a 5.5% Sales Tax. Tax exempt groups must provide proof of tax-exempt status.
- Cancellations more than one week from your event forfeit only your deposit. Cancellations one week or less from your event must pay the full billed amount.

Print Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Estimated Guest Count \_\_\_\_\_ Event Date \_\_\_\_\_

Event Location \_\_\_\_\_

Customer Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Proprietor Signature \_\_\_\_\_ (Jay Miller) Date Signed \_\_\_\_\_