

Policies & Procedures for Catering Events

Meal Guarantees

Guarantees are required for the number of persons attending your special event by 11:00am, seven (7) business days prior to your special event. This number will be considered a guaranteed number for attendance and cannot be subject to reduction. If no guarantee is received, the expected number of guests on the contracted Banquet Event Order will be considered the guarantee. If attendance falls below the guarantee, the contact on the contract is responsible for the number guaranteed.

Contract Confirmation

The client has 72 hours from the date of the contract to return the signed contract to Delaware North Sportservice with deposit information. If a signed contract is not received within this time frame, the contract becomes null and void. Upon receipt of the contract, a 50% nonrefundable deposit will be assessed to your credit card via your deposit information. The remaining balance will be applied to your credit card on file at the completion of your event.

Cancellation

If a cancellation occurs 21 days prior to your special event, no additional charges (beside the deposit) will be assessed to you. If a cancellation occurs less than 21 days prior to your special event, 50% of your estimated contract will be assessed to your credit card. If a cancellation occurs within 72 hours of your special event, full charges will be applied to your credit card. All cancellations must be received in writing.

Food and Beverage Service

All Federal, State and Local laws regarding food and beverage purchase and consumption will be strictly adhered to. Delaware North Sportservice and the Milwaukee Brewers reserve the right to serve alcohol to no one under 21 years of age. All food and beverage consumed must be purchased through Delaware North Sportservice, unless special arrangements have been made. Remaining food shall not be taken from the premises.

Service Charge

All food and beverage is subject to an 18% taxable service charge and 6.1% sales tax. The service charge is not a gratuity and will not be paid to the employees providing your service. Groups requesting tax exemption must provide tax-exempt status with the return of the signed contract. Catered functions for groups of less than 25 people will be charged a labor cost fee of \$100. Buffet meals require a minimum of 25 attendees and will be charged as such.

Labor Charges

A bartender labor cost fee of \$75 per bartender (based on a four (4) hour minimum) shall apply to all bar functions. Bartenders are required and charged for unless otherwise stated. Additional labor hours will be charged at \$35 per hour per bartender. Delaware North Sportservice recommends one (1) bartender for every 50 to 75 guests. If you will require additional bartenders for every 50 to 75 guests, additional labor charges may be assessed to you. Plating Fee of \$1.75 per guest will be assessed for all outside desserts or cakes brought on-site. Charges may be assessed for special activities not previously agreed upon or approved prior to your special event, such as special set-up, moving heavy items, handling and storage, etc. Additional china rental fees may apply.

Payments

A credit card and method of payment is required to be sent in with the signed contract. A direct billing application will need to be completed and sent to Delaware North Sportservice if a credit card cannot be provided. Upon receipt of the contract in the, a 50% non-refundable deposit will be assessed to your credit card. The remaining balance will be applied to your credit card on file at the completion of your event. If a method of payment is not received seven (7) days prior to your event, services will not be rendered. All cancellations must be received in writing.

Taxes & Pricing

All federal, state and municipal taxes are applicable and will be assessed to all goods and services (including service charge).

Price Quotations

Menu pricing within this menu is subject to a proportionate increase to meet increased costs of foods, beverages and other costs of operation existing at the time of performance of our service. The client expressly grants the right to Delaware North Sportservice to raise the prices quoted or to make reasonable substitutions on the menu and agrees to pay such increased prices and to accept such substitution.

Liability

The client assumes the responsibility for any damages caused by it or any of its guests, invitees or other persons attending the special event. Delaware North Sportservice and the Milwaukee Brewers will not be responsible for any lost, missing or stolen items you should bring to your special event. Please assign a responsible representative to gather items you have brought to the special event. Delaware North Sportservice Catering and the Milwaukee Brewers will not be responsible for any gifts or cards given at your special event.