



Example Menu Proposal

Bill to:

City Moose Café & Catering

Seller:

City Moose Café & Catering
 30 Temple Street
 Suite 202
 Nashua, NH 03060
 Phone: (603) 943-5078
 stacy@citymoosenh.com

Invoice #	Event Date	Name	Net Due Date	Guest Count
428	Tuesday, January 1, 2019	Example BBQ Wedding	Sunday, December 30, 2018	100
Venue Address: Longlook Farm				

Event Times	
Name	Time

Description	Total
Food	
<u>Menu - Grazing Table</u>	\$995.00
Cheese & Crackers Garnished with Fresh Fruit	
Vegetable Crudité	
<i>A variety of fresh vegetables with cut into bite sized pieces paired with dip</i>	
Maine Potato Chips - House Fried	
Hummus, Onion Dip & Buttermilk Ranch Dips	
Includes Some Gluten Free Crackers	

<u>Menu - Stationed Appetizer Choices</u>	\$895.00
3 Standard Stationed Appetizer Selections	
<u>Menu - Wedding Reception Dinner</u>	\$1,995.00
Garden Salad w/Balsamic Dressing	
Braised BBQ Pulled Pork <i>Smoked and Braised with a light BBQ Sauce</i>	
Smoked Boneless Chicken Thighs	
Sandwich Rolls & Condiments	
603 Ale Mac 'N Cheese <i>Made with 603 Brewery Wini Amber Ale</i>	
Tri-Colored Coleslaw	
Baked Beans <i>Made with North Country Smokehouse Bacon</i>	
<u>Menu - Dessert Table Choices</u>	\$995.00
Mini Assorted Desserts	
<u>Menu - Cold Beverages (non-alcohol)</u>	\$395.00
Water	
Infused Water <i>Infused with your choice of lemon, mint, or cucumber</i>	
Brewed Iced Tea	
Ice for the Above Beverages	
Staffing	
Labor Estimate (Includes Travel, Set Up & Breakdown)	\$995.00
Bartending	\$450.00
	Charges \$6,720.00
	Service Charge of 20.0% \$1,145.00

	Tax of 9.0%	\$707.85
	Post-Tax Subtotal	\$8,572.85
	Payments	\$0.00
	Total Due	\$8,572.85
	Deposit	\$500.00
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Notes:

*Labor/Staffing is an Estimate and the Final Invoice will reflect the staff we need to execute your menu and fulfill your service needs.

**Service Currently Includes: Buffet Dinner & Table Bussing for Dinner Service. We recommend disposable glassware and dinnerware for dessert and bar for after we depart and are no longer there to bus the guest tables.

***Bartending is for 6 hours of service for 1 bartender with insurance, all bar equipment and a consultation. Alcohol, Ice & Mixers are separate.

****Rentals of linens, china, flatware & glassware are not included in this price. We are happy to help coordinate this for you or to order premium disposable dinnerware for you. We can discuss the pros and cons of each and show you examples upon booking.

Terms and Conditions:

The Following policies are essential terms to this catering agreement between the Client and City Moose Catering, LLC.

Minimum Guest Guarantee:

This number cannot be changed after the deposit to secure your date is paid with your catering agreement. We will ask you to provide a minimum guest count that you are comfortable will attend your event. Once your deposit is made to secure your date and minimum guest guarantee, you cannot go below that minimum (i.e. if you agree for 100 guests but only have 90 RSVPs you are still held to the original guarantee). We strongly suggest contracting for 10-15% less than the number of your maximum expected guest count. As you can always increase, but not decrease. The Final Guest Count is due 2 weeks prior to your event.

Time Table:

City Moose Catering, LLC requires a Day of Event Schedule/Timeline, no later than two weeks prior to the event, including the preferred start/end times for the following: Event/Ceremony Begins (guests arrive), Appetizers/Cocktail Hour, Meal Served, Meal End/Clean Up Starts.

Event Site Evaluation:

City Moose Catering, LLC may request to schedule a Site Evaluation to the event date to plan out location for buffet tables, canopy, grilling, parking, etc. for any unfamiliar venue. The Client is responsible for providing necessary tables, linens and paper goods, canopy, equipment, dinnerware, non-alcoholic beverages, parking, etcetera, unless such equipment and supplies are expressly identified in the price quote above.

Date of Event:

Upon arrival at event site City Moose Catering, LLC staff will be shown the following: where the food will be prepared/set up/dropped off, a source of fresh clean water/electrical supply if needed, and bathrooms staff may use. Please notify us who is our Day Of contact person for this information.

Food Quantity/Leftovers:

City Moose Catering, LLC prepares 5% overage based on the final number of guest count registered by the Client. Part of this overage is to include food for the staff and/or service providers. In accordance with New Hampshire health codes, City Moose Catering, LLC reserves the right to discard any food items where there is a reasonable risk for food borne illness to occur. Repackaging of leftover food, if any, is at the chef's discretion and not a guarantee. Client is responsible for providing to City Moose, containers with lids or freezer bags, should there be any left overs and the food must be directly stored into a refrigerator or cooler with ice that is supplied by the Client.

Food Allergies:

Menu items may contain or come into contact with WHEAT, EGGS, PEANUTS, TREE NUTS, FISH, SHELLFISH, SOY, MILK and other common allergens. Please be aware that we use a single kitchen for the preparation of all dishes, and as a result, we are unable to guarantee that any menu item can be completely free of allergens. The Client assumes all risk of allergic reaction. Without limiting the foregoing, City Moose Catering, LLC will take reasonable steps to minimize the risk of known allergens that are disclosed to us in writing by the Client.

Food supplied by Client:

City Moose Catering, LLC, will make every effort to accommodate Clients who wish to provide their own farm-raised or wild-caught food items for their menu. For your safety, we only accept Client-supplied perishable food if it has been farmed, raised, caught, harvested, packaged, processed, slaughtered, chilled, frozen, stored and/or handled in a sanitary, food-safe manner. We may require proof of safe handling and processing, including but not limited to proof of slaughtering and processing in a USDA inspected facility, where applicable. We reserve the right to reject any Client-supplied food items, or to refuse to prepare Client-supplied food items for any reason, at our sole discretion. Notwithstanding the above, the Client assumes all liability without limitation, and agrees to indemnify and hold City Moose Catering, LLC, its employees, owners, agents, and representatives harmless from any injury, harm, illness, adverse consequence or damages to any person in any way associated with cooking or serving Client-supplied food. No refund will be provided to the Client if the event is adversely affected by Client-supplied food items, including adverse consequences resulting from our rejection of Client-supplied food items.

Bartending Policies:

When an insured bartender is on-site to serve alcohol, there can be no self-pouring or self-serving of alcohol by the Client or guests. Guests must receive all alcohol from the bar. Special arrangements for serving certain traditional, celebratory or commemorative beverages supplied by the client can be made with advanced notice. City Moose Catering, LLC and any contracted bartenders reserve the right to deny any guest service if we believe signs of intoxication are shown. We expect guests to enjoy themselves responsibly. Outdoor bars must be provided a canopy buy the client unless other arrangements are made.

Liability for Guests:

The Client assumes all responsibility for any damage or loss of merchandise, alcohol, equipment, furniture, clothing or other valuables prior to, during and after the event. The Client also assumes all responsibility for accidents or injuries to guests resulting from any cause, including guest or Client misconduct or intoxication, unless the accident or injury results exclusively from the willful misconduct of City Moose Catering or its employees. City Moose Catering, LLC will use reasonable measures to care for and maintain all of the Client's supplies, rentals and equipment in good working order and without damage. The Client understands that accidents/breakage and/or damage may sometimes occur. City Moose Catering, LLC will not be liable for any damage or loss, unless specifically caused by willful or negligent actions or conduct of City Moose Catering, LLC employees.

Unlawful Activities:

The Client will comply with all the laws of the United States of America and the State of New Hampshire/Massachusetts, all municipal ordinances and all lawful orders of police and fire departments, all rules imposed by the event/function premises, and will not do anything on the event/function premises in violation of any laws, ordinances, rules or orders. If unlawful activities should occur on the premises, and the event is cancelled or terminated prior to its planned conclusion, there will be no refund due from City Moose Catering, LLC to the Client.

Guests Count the Day of Event:

Charges for food, beverage and add-on items based on guest count will be based on the greater of the Client's final guaranteed number of guests or the actual number of guests present at the event. Final guest counts are due no later than two weeks before the date of the event. If no final guest count is received, we will use the number of guests used in the attached agreement. If there are more guests attending than the guaranteed guest count, City Moose Catering, LLC will charge the Client accordingly. City Moose Catering, LLC does not guarantee that it will have on hand or be able to provide food, beverage or add-on items in excess the amounts needed to serve the guaranteed number of guests.

Staffing:

We provide the appropriate staff to cook and serve the food we have agreed to provide, and to clean up after the event. On site catering staff will be dressed in Chef Clothes or all black unless you request something different. Our contract includes staffing beginning at the starting time through final cleanup of our area of the event. City Moose Catering, LLC begins clean-up approximately 1 hour 15 minutes after the main meal is served unless other arrangements are made by the Client for overtime.

Deposit:

When you sign your agreement, we also require a deposit to secure your date.

Booking an Event 6 Months or More, in Advance

A \$500 deposit is required to secure your date. Another 50% is due 3 months prior to your event. Final payment is due 72 hours prior to your event.

Booking an Event 5 Months or Less, in Advance

A 50% deposit is required. Final payment is due 72 hours before your event.

Booking Events Less than 1 Month in Advance

Full payment will be required.

Cancellation:

All payments and reservation fees are non-refundable in the event of cancellation of your event. You acknowledge that retention of all reservation fees and payments made through the date of your cancellation by City Moose is necessary because of the nature of its business and industry, in which events are normally booked many months in advance, so that a cancellation will often make booking another event impossible with a short time frame and resulting in substantial loss of profit. The amount of such loss is not capable of precise calculation in advance, and it is the experience of City Moose Catering that in most cases the reservation fee and payment amounts reasonably approximate such loss.

Cancellation by Caterer:

City Moose Catering, LLC reserves the right to terminate or cancel this contract at any time, for any reason. If City Moose Catering, LLC terminates this contract earlier than 30 days prior to the event date, all deposits and prepayments will be returned in full within 10 days. If City Moose Catering, LLC terminates this contract later than 30 days prior to the event date, all deposits and prepayments will be returned in full within 10 days as well as an additional \$100.00. City Moose has never canceled a function as of today's date.

Final Payment:

Remaining balance is due 72 hours before the start of the event. Due to the fluctuating cost of food items, menu prices are subject to change within 14 days of the event. When a drastic change in the menu ingredient cost occurs, the Client has two options:

- a.) The Client will pay the additional cost based on the current adjusted price, or
- b.) Substitute other menu items to maintain the agreed upon per person price.

Catering Management Fee (Service Charge) Includes : 20% of the pre-tax food subtotal will be added to your bill. The fee covers administrative costs, including the cost of drivers, porters, transportation, handling of refuse & recycling and insurance. The use and maintenance of company owned equipment, vehicles, supplies and planning meetings. This fee covers the water service as well as table bussing and any communication or planning meeting with our staff and the client. This is not a gratuity nor is it a staffing fee.

Gratuity: Gratuity is not included in your invoice but is appreciated. Please let us know if you'd like us to add a line item for staff gratuity to your invoice.

Agreement Signature:

Upon review and acceptance of the proposal and our catering policies, please sign below and return this document via email (Word, PDF or photo of signature page are acceptable). This agreement becomes binding only upon receipt of your required deposit and signed document. We do not reserve dates or commit to provide catering service without receiving both the deposit and agreement.

Signature: _____ Date: _____