



# CLASSIQUE CATERING

## Policies and Information

### **Exclusive Provider of Food & Beverage within the Sacramento Convention Center, Memorial Auditorium & the Community Center Theater**

If you have selected one of the above-mentioned venues for your event, thank you! Classique Catering / Centerplate retains the exclusive right to provide, control and maintain all food and beverage services within these facilities.

***Please note that no food or beverages of any kind may be brought into these premises by the event organizers, their guests or other invitees.***

We offer custom designed catering and retail food & beverage services for all types of events. Concessions, the sale, or provision of alcoholic or non-alcoholic beverages, and the provision of snacks, treats or candies are included under our exclusive rights. All food and beverage samples brought into these premises must have the approval of Classique Catering / Centerplate in writing prior to the event and adhere to the published Sampling Guidelines.

### **Pricing**

Prices, along with menus, are often provided well in advance of an event. Due to fluctuating market prices, our menu prices are subject to change.

**Classique Catering / Centerplate will gladly lock in and guarantee menu selection pricing within 60 days of your first catered event with a signed contract, signed event orders and a deposit per our stated deposit policy.**

Please note that we require a minimum of 5 working business days (Monday – Friday) in advance of the deadline to complete all the necessary paperwork. Pricing for banquet meals is based on round tables of 8 or 10. Other scenarios may require additional labor, linen, or food & beverage charges.

If more than one entrée choice is offered at the event, the price of each entrée will be that of the higher priced entrée.

A 23% service charge and applicable sales tax will be added to all food and beverage sales.

If the customer is a tax-exempt organization, copies of the pertinent tax-exempt certificate from the California State Board of Equalization are required with your signed Banquet Contract. If the certificates are not received prior to invoicing taxes will be collected.

### **Payment Policies**

To guarantee services, pre-payment is required on all contracts. A deposit of **90%** of the total contract value will be required a minimum of **30** days in advance of the first function. The final **10%** remaining balance due shall be paid in full **72** business hours (Monday – Friday) prior to the start of the function. Final payment for event charges in addition to those estimated on the contract must be paid after the event by a company, certified or cashier's check or they will be assessed to the credit card used to authorize the event. If the event is of a nature that additional charges may be incurred, a completed credit card authorization form must be provided by the Customer as a guarantee of payment for services rendered.

### **Guarantees**

Guaranteed guest count is required 5 business days (Monday – Friday) prior to your event. Classique Catering will prepare 5% over (not to exceed an additional twenty- five meals) any guaranteed count given five business days (Monday – Friday) prior on all sit-down meal events. Five percent overage preparation does not pertain to box lunches, continental breakfasts, buffets, or receptions. **Any increase to final guest count given less than 72 business hours (Monday – Friday) prior to the event will result in an additional charge of 25%, plus tax and gratuity, per person.**



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## Cancellation

A charge will be assessed for cancellation of contracted services within 15 days of an event. The charge will be calculated to cover material and labor costs (including administrative) incurred by Classique Catering / Centerplate because of the anticipated event as well as the foregone profit margin associated with the canceled event should the date not be rebooked by another customer. Any event canceled within seventy-two (72) business hours (Monday – Friday) prior to the event requires payment in full for the estimated revenue based on the menu and event arrangements.

## Contracts

To execute your event, a signed copy of the Banquet Event Orders and Banquet Contract must be returned to Classique Catering / Centerplate. The signed contract with its stated terms constitutes the entire agreement between the client and Classique Catering / Centerplate. A signed contract with deposit will lock in prices within the policy stated above.

## Concessions

Concession stands for private events will be subject to a set-up fee of \$150.00 per stand and minimum sales of \$1000 per three-hour period. If the minimum is not met, the difference between sales and \$1000 will be charged.

## Liability

Neither the Sacramento Convention Center nor Classique Catering / Centerplate can assume responsibility for the damage to or loss of any merchandise or articles left in the facilities before, during or following the event.

## Supplemental Staffing

Unless indicated otherwise, charges for the staffing of your function are included in our menu prices provided the guaranteed minimum sales requirements are met. When you request additional staffing, over and above what is normally provided, the following hourly rates will apply. Please note that a three (3) hour minimum per staff member applies.

Banquet / Beverage Server	100.00 (3-hour period)
Bartender	150.00 (3-hour period)
Chef / Carver	150.00 (3-hour period)

## Water Service

Water service is provided for podiums, head tables & meal functions. The following additional options are available.

### Stainless Steel Water Dispensers

Includes Two 3 Gallon Bottles of Water	88.00 Day
Additional 3 Gallon Bottles of Water	38.00 Bottle

### Water Pitchers

Set either at the Back of the Room OR at Individual Tables (includes maximum of 25 pitchers for 3-hour period)	100.00 Service Minimum
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## Linen

White or Black Table Linens are provided for banquet style seating for round tables of 8 or 10 when such tables are used for seating at a plated, continental or buffet meal service.

Table Linen	10.00 Table
“Boxed” Table Linen	24.25 Table

Colored linen is available at \$11.00 each and colored napkins at \$.75 each.