CLASSIQUE CATERING

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Exclusive Caterer Of The Sacramento Convention Center

Off Premise Catering Specialist

Policies and Information

Exclusive Provider Of Food & Beverage Within The Sacramento Convention Center, Memorial Auditorium & The Community 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.

Payment Policies

In order to guarantee services, pre-payment is required on all contracts. A deposit of **75%** of the total contract value will be required a minimum **30** days in advance of the first function. The final 25% 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 at the conclusion of the event by a company, certified or cashiers 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 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.**

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 of 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. A 19% 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 certificates are required with your signed Banquet Contract. If the certificates are not received, prior to invoicing, taxes will be collected on all invoices.

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POLICIES AND INFORMATION
(Continued)

If more than one entrée is offered at the event, the price of each entrée will be that of the higher priced entrée. A $100.00 fee will be added to Groups with Guarantees of 20 People or Fewer. Labor costs incurred due to event times that deviate in excess of 30 minutes of the contracted event times may be passed on. An additional Labor Fee will be assessed for events scheduled on or requiring preparatory set-up on the following union negotiated holidays: New Years Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

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 as a result of the anticipated event as well as the foregone profit margin associated with the cancelled 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

In order to execute your event, a signed copy of the 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 a minimum sales of $1000 per three to four-hour period. If minimum is not met, the difference between sales and $1000. will be charged.

Off Premise Catering

Classique Catering is renowned for its off premise catered events. Our catering managers would be pleased to discuss the details of such an event with you. The prices in this menu reflect services provided on premise at the Sacramento Convention Center, Memorial Auditorium and The Community Theater. The added labor expense of producing, transporting, setting up and servicing events outside of these venues requires that we charge an additional 10% of our regular menu prices. Other charges, such as truck, equipment and serviceware rental may also apply.

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. For plated lunches and dinners, the provision of this labor at no added cost is based on a 1 to 24 staff to patron ratio and tables of 8 to 10 persons. For buffets, included staffing is based on a 1 to 32 staff to patron ratio. When you request additional staffing, over and above what is normally provided, the following hourly rates will apply. Please note that a four (4) hour minimum per staff member applies.

Banquet / Beverage Server	100.00 (4 hour period)
Bartender	150.00 (4 hour period)
Chef / Carver	150.00 (4 hour period)