

## GENERAL BANQUET/CATERING CONTRACT

THIS CONTRACT is dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ and between  
*Polonez Restaurant*, (hereinafter referred to as "Caterer") and \_\_\_\_\_

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### 1. GENERAL INFORMATION

a. Name of Client	_____		
b. Client's Phone	cell: _____	Other _____	
Billing Address	_____		
d. Date of Event	_____		
e. Time of the Event	Start: _____	AM PM	End: _____
			AM PM
f. Event Description	_____		
g. Location of Event	Polonez Restaurant, 4016 S Packard Ave, St Francis WI 53235		
h. Minimum Cost	(menu estimate is based on this number)		
i. Number of Guests	Hall Accommodates up to 100 People		
j. Guaranteed Guest Count	_____		

### 2. TOTAL ESTIMATED CHARGES

#### \_\_\_ a. Menu

#### Cold Meat and Cheese Trays

**Meat Choices:** Ham, Roast Beef, Turkey, Summer Sausage, Mortadella, or Salami

**Cheeses:** American, Swiss, Cheddar, Provolone, Mozzarella, or Pepper Jack

**Serving Sizes:**     **Large 30**                      **Medium 15 -20**                      **Small 10 – 15**  
**Price**                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

<b>Appetizers</b>		
Breaded Mushrooms 30 Servings Price: _____	Deviled Eggs 30 Servings Price: _____	Onion Rings 30 Servings Price: _____
Stuffed Mushroom Caps Large Tray Serves 30 Price: _____		Chicken Tenders Large Tray 30 Servings Price: _____

#### Veggie Trays

**Large Tray Serving 30 – 40 Small Tray Serving 15 – 20**

Price: \_\_\_\_\_

#### Desserts

Polish Torte Serving 15 - 18 Price: _____	Baked Cheesecake Serving 16 Price: _____	Carrot Cake Serving 16 Price: _____
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## Meal Selection

Option # 1

Option # 2

Option # 3

**All Options Included:** Mashed Potatoes and Green Salad

**:Choose two additional vegetable items:**

Red Cabbage     Potato Salad     Sauerkraut     Cucumber Salad,     Mixed Vegetables

**Polish Sausage and select one of the following meat choices:**

- Pork Cutlets
- Meatballs in choice of sauce \_\_\_\_\_
- Baked Chicken
- Roasted Beef in Gravy
- Beef or Pork Goulash
- Baked Ham
- Stuffed Cabbage Rolls
- Chicken Tenders with BBQ Sauce or Honey Dijon

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Price also includes: dessert and coffee, tea or milk.

**Select two of Pierogi:**  
 Cheese  
 Meat  
 Potato and cheese  
 Sauerkraut  
  
 Boiled or Fried

**Select two of the Pierogi:**  
 Cheese  
 Meat  
 Potato and cheese  
 Sauerkraut  
  
 Baked or Boiled

Price Per Serving Adults \$ \_\_\_\_\_

Price Per Serving Adults \$ \_\_\_\_\_

Price Per Serving Adults \$ \_\_\_\_\_

Price Per Serving Child under 12 \$ \_\_\_\_\_

Price Per Serving Child under 12 \$ \_\_\_\_\_

Price Per Serving Child under 12 \$ \_\_\_\_\_

**Special Instructions:**


Any changes to menu selection must be received by Caterer at least \_\_\_ days prior to function. Client agrees to pay all increased costs associated with a change in menu selection. In addition, all menu and food prices are subject to change at any time \_\_\_ days prior to the function at Caterer's discretion to meet changes in economic conditions. Client agrees to pay all increased costs as a result thereof.

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**\_\_\_ b. Beverage**

\_\_\_ Pitchers of \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 \_\_\_ Pitchers of \_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_  
 \_\_\_ Pitchers of \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Bar packages, such as premium bar package, beer and wine package or soft drink package are also available upon request.

Client cannot bring in any additional drinks without Caterer’s agreement. There will be an additional beverage charge of \$ \_\_\_\_\_ per person for any and all soft drinks brought in by client. ALCOHOLIC beverages brought in must have Caterer’s agreement and an additional charge of \$ \_\_\_\_\_ will be charged.

<b>Wine</b>	<b>Beer</b>	<b>Cocktail</b>
Description:	Description:	Description:
Price Per serving, bottle, or pitcher \$ _____	Price Per serving, bottle, or pitcher \$ _____	Price Per serving, bottle, or pitcher \$ _____
Number of Servings:	Number of Servings:	Number of Servings:

**\_\_\_ c. Bartender**

For open bar, there is no additional charge for bartender during business hours. A bartender fee \$ \_\_\_\_\_ will be assessed for a cash bar.

**\_\_\_ d. Cake Cutting Charges**

Guests who chose to bring a cake for the event, there will be a flat cutting fee depending on the size of the cake. A \$2.00 per person fee is charged for all wedding cakes.

**\_\_\_ e. Linen**

Color A: \_\_\_\_\_ Color B: \_\_\_\_\_

Table Cloth: \_\_\_\_\_ Napkins: \_\_\_\_\_ Other: \_\_\_\_\_

Total Cost for Linen Service: \_\_\_\_\_

**\_\_\_ f. Before or After Hour Charges**

<b>Monday</b>	<b>Tuesday – Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
CLOSED	11:30 AM to 3 PM Dinner 5 PM to 9 pm	11:30 AM – 9 PM	5 PM to 9 PM	11 AM to 8:00 PM

Request for admittance before or after normal business hours are as follows:  
 First Hour an additional \$ 50 is added to the bill.

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Second Hour an additional to the above fee, \$100 will be added to the bill.  
 Third Hour an addition to the above fee, \$150 will be added to the bill.  
 The cost for three hours overage is a total of \$300.

**g. Gratuity and Taxes**

A gratuity charge and applicable state and local taxes will be added to all food and beverage charges.

**H. Total Cost Estimate**

Service Item	Price Per Person Per Unit	Number of Guests Number of Units	Estimated Cost	Total
<b>1</b> Food Trays	\$		\$	
<b>2</b> Food Trays	\$		\$	
<b>3</b> Menu Selection	\$		\$	
<b>4</b> Other Food	\$		\$	
<b>5</b> Beverage	\$		\$	
<b>6</b> Alcohol	\$		\$	
<b>7</b> Bar	\$			
<b>8</b> <i>Subtotal Food and Beverage</i>				\$
<b>9</b> Linen	\$		\$	
<b>10</b> Cake Cutting	\$		\$	
<b>11</b> Before or After Hour Charges	\$		\$	
<b>12</b> Room Charge	\$		\$	
<b>13</b> Decorating Fee	\$		\$	
<b>14</b> Other:	\$		\$	
<b>15</b> Other:	\$		\$	
<b>16</b> <i>Subtotal Other Services</i>				\$
<b>17</b> Taxes Food & Beverage	Rate:	Subtotal Food & Beverage		
		\$		
<b>18</b> Gratuity	Rate	\$ Subtotal		
<b>Total Estimate</b>				<b>\$</b>

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### \_\_\_ 3. GUEST GUARANTEE COUNT

A final confirmation of the Guest Count Guarantee is required by 9:00 P.M. THREE BUSINESS DAYS PRIOR TO THE FUNCTION. This Guest Count Guarantee will be the minimum number of portions prepared by Caterer and the Client will be charged for that number of servings or the actual number of guests whichever is greater. If Client fails to provide a final guaranteed guest count by the due date, Caterer will provide food for number of people set forth in the menu estimate under General Information, Number of Guests (i) of this Agreement, at the per person menu charge set forth therein, and Client agrees to pay menu charge for this number of people.

Buffet style requires a minimum of 35 guests; fewer than 35 guests will be served family style.

### \_\_\_ 4. FOOD DEPOSITS

A portion of the function's cost is due upon booking. The Food Deposit is taken to cover the cost of food, cancellation, and decrease in guest count or any damages.

### \_\_\_ 5. PAYMENT

A deposit of \$ \_\_\_\_\_ to be paid on \_\_\_\_\_ OR THIS CONTRACT IS NULL AND VOID. This deposit shall be non-refundable, unless otherwise agreed to in writing by Caterer. The entire amount due Caterer based on the final guaranteed guest count and cost estimates set forth above) shall be paid to the Caterer \_\_\_\_\_ days prior to the function in the form of cash or a cashier's check, unless otherwise agreed to by Caterer. Any overpayments will be refunded at the time of the function.

### \_\_\_ 6. ROOM CHARGES

For all events (meetings, birthday parties, private parties, wedding rehearsals etcetera) except a Funeral Reception, a room fee is charged at the time the event is booked. This fee is to cover costs such as room set-up, cleaning the banquet hall after the event, removing decorations, or additional personnel. Should guests not vacate the premises by the agreed upon ending time an additional fee will be charged.

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### \_\_\_7. CANCELLATIONS

The Agreement may be cancelled by Client by notice in writing either by being hand delivered with acknowledged written receipt or by certified mail, return receipt requested. \_\_\_\_\_ days in advance of the function. If notice of written cancellation is received by Caterer prior to said date, the deposit will be forfeited. If cancellation occurs after the required notice date, Client agrees Client shall be liable for a cancellation fee, as compensatory damages, in an amount equal to the reasonably projected :revenue of said function said revenue projection to be determined by Caterer and based on functions of similar size, facilities and rooms used and food and beverage service provided. Client's deposit shall be applied to the cancellation fee. Payment of the cancellation fee shall be made within \_\_\_\_\_ days of cancellation.

### \_\_\_ 8. CATERER IS NOT LIABLE

Caterer is not responsible for supervising Client's guests or for Client's guests' behavior. Client shall be liable to Caterer for Client's or Client's guests' negligent acts or willful conduct, and Client agrees to pay for any property damage created thereby. Client agrees Caterer shall not be responsible for damages to or' loss of Client or Client's guests' property. Client agrees to indemnify Caterer and hold Caterer harmless from any and all liability, loss or damage. including reasonable attorney fees and court costs which it incurs as a result of Client's or Client's guests' negligent acts or willful misconduct or as a result or any damages to or loss of Client's or Client's guests' property.

Caterer shall not be liable to Client for loss of profit or actual or consequential damages occasioned by its inability to perform any of its obligations under this Agreement by reason of fire, s\*trikes, war, civil disturbances, acts of God, unavoidable casualties, public carrier delays, inability to obtain necessary supplies, or acts of public authorities.

### \_\_\_ 9. DECORATIONS

Decorating the banquet room is permitted one hour before guest arrival. If decorating occurs outside our normal business hours an additional fee will be charged. Taping of any items to walls and room dividers is not allowed. Candles on tables should be secured properly by non-flammable container to prevent leakage and prevent fire. Glitter and confetti is not allowed to be spread on tables due to small pieces being hazardous to food items and sticking to china and silverware. There will be a cleaning charge of \$100.00 if any glitter and confetti decorating occurs.

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    9. BREACH OF AGREEMENT

In the event of a breach by Client of this Agreement, Client shall pay all costs and expenses, including actual attorneys' fees, incurred by Caterer to enforce this Agreement against Client.

    10. OTHER PROVISIONS


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     A11. MISCELLANEOUS

This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin. This Agreement contains the entire understanding and Agreement of the parties with respect to the subject matter hereof and supersedes all prior oral and written agreements.

All terms of this contract are accepted by:

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Caterer

\_\_\_\_\_  
Date