



Catering Contract

Name of group _____

Contact person(s) _____

Address _____

City _____ State _____ Zip code _____

Business phone _____ Other phone _____

Email _____ Fax _____

Event day and date _____

Event start time _____ Event end time _____

Estimated number of guests _____ Guaranteed number of guests _____
(due 2 weeks prior to event)

Meal Service time _____ am/pm to _____ am/pm Service location _____

<u>Meal type</u>	<u>Menu selection</u>	<u>Cost per person</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Catering Deadlines

- ▶ Catering contract is due 30 days prior to your event date
- ▶ Final guaranteed number of meals is due two weeks prior to your event date
- ▶ If your final guaranteed number is not received by this time, your estimated number will become your final guaranteed number. Catering preparations will be based on this figure.
- ▶ Changes to final guaranteed number after this time require approval from Rolling Hills Wildlife Adventure. Approved additions will be charged accordingly.
- ▶ Unexpected guests arriving on the event date are considered un-approved additions, and are not considered in catering preparations

Payment Procedure

- ▶ Taxable 20% service fee and 7.3% sales tax apply to all catering fees
- ▶ Full payment is due with your final guaranteed number ten business days prior to your event
- ▶ Corporate groups have the option to pay by direct billing after their event (*must have prior approval and established credit with RHWA.*)
- We are a corporate group and wish to be set up as a direct bill.

Tax Exempt Status

- ▶ Tax exempt organizations will be eligible to purchase catering tax-free if:
 - a. The organization is paying from an official source (*a check or credit card in the name of the organization*)
 - b. The organization has submitted a copy of their sales tax exemption certificate to Rolling Hills Wildlife Adventure with their reservation
- We are a tax-exempt organization, and have attached a copy of our sales tax exemption certificate

Cancellation Policy

- ▶ 0-14 days prior to your event: 100% of all anticipated catering fees will be retained by Rolling Hills Wildlife Adventure
- I accept the above arrangement as quoted and agree to abide by all policies and requirements therein.
Menu and/or prices are not confirmed until this signed form is returned to Rolling Hills Wildlife Adventure.

Customer signature _____ Date _____

Questions? Contact Debbie Tasker, Group Sales & Special Events Manager

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