



CATERING CONTRACT

625 N Hedville Rd, Salina, KS 67401 Phone 785-827-9488, ext. 122 Fax 785-820-8433 www.rollinghillswildlife.com

Organization / Name of event _____

Event day and date _____

Estimated number of guests _____ Guaranteed number of guests _____

(due 10 business days prior to event)

Please complete attached form with your menu selections.

Policy and Deadlines

- No outside food or drink may be brought into to or removed from the Conference Center.
- **Your catering contract is due 30 days prior to your event date.**
- **Final number of meals to order must be called in no later than ten business days prior to 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 of meals after this time require approval from Rolling Hills staff. Any approved additions will be charged accordingly.
- Unexpected guests arriving on the event date are considered un-approved additions, and are therefore not considered in catering preparations.
- All catering fees are subject to 7.3% sales tax and 20% service fee. A 25% service fee will apply to parties of 15 or less.

Menu and/or prices are not confirmed until this signed form is returned to Rolling Hills Conference Center.
I have fully read and understand this Catering Contract and agree to abide by all policies and requirements therein.

Customer signature _____ Date _____

Rolling Hills representative _____ Date _____

Serving Time

Menu Item

Cost

8:00 a.m.

9:00 a.m.

10:00 a.m.

11:00 a.m.

12:00 p.m.

1:00 p.m.

2:00 p.m.

3:00 p.m.

4:00 p.m.

5:00 p.m.

6:00 p.m.

7:00 p.m.

8:00 p.m.
