Catering Contract

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

Group name _____

Event day and date _____

Estimated number of guests _____ Guaranteed number of guests _____
(due 10 business days prior to event)

- **Your catering contract is due 30 days prior to your event date.**
- **Your final count is due 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.
- A taxable service charge of 20% and 7.3% sales tax applies to all catered events.
- 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 therefore are not considered in catering preparations.

Food Service Start Time: _____ a.m. / p.m.

Meal Type	Menu Selection	Cost per Unit
_____	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

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

Customer signature _____ Date _____

RHWA representative _____ Date _____

8/07