

## Big Daddy's BBQ Contract

Our staff will be happy to help you plan a menu to meet both your event and budget needs. It is our goal to provide you and your guests with outstanding customer service and a meal to be remembered. This policy outline will let you know what to expect from us and what we expect from you. Thank you again for this opportunity to be of service to you!

**FULL-SERVICE CATERING:** We charge a \$200 upfront, non-refundable fee to secure the booking. This \$200 will be applied to the overall catering total. Full-service catering includes Tables & linens (served buffet only), plates, napkins, plastic ware, catering staff, and all supplies that our staff needs to serve the food to your guests.

Standard: Standard catering décor is red & white checkered (gingham) tablecloths with red napkins.

Wedding: If the event is a wedding, we will try to match the linen to the color(s) of the wedding or white linen. We also encourage leaving all extra decorations to the side and we will try to incorporate them into the table set-up. Event hosts need to arrange for trash containers located where guests can dispose of their used service ware. Our staff will keep the buffet open for 1 ½ hour and will keep the menu items replenished for your guests as they pass through the buffet line. If additional serving time is desired, arrangements can be made at the time of booking your event, but an additional charge may apply. After 1 ½ hour of service, our staff will clean up the food and serving areas before they leave. Leftover food will be packaged and left at your event if proper storage is provided for perishable items.

**DELIVERY/ PICK-UP OPTION:** If your guest count is 50-75 people or less, we will suggest this option. Our delivery fee within the Treasure Valley is \$20.00 with an automatic 10% gratuity applied to the final total. Deliveries out of the treasure valley will be charged \$1.75 per mile both ways and the Full-Service travel fee is up to \$500. You will be informed ahead of time if an extra charge for delivery is necessary. All Delivery/Pick-up orders are considered a la carte and are strictly just the food you ordered in disposable containers. Unless prior arrangements have been made.

The service pack includes: plates, serving utensils, napkins, and plastic utensil individual packs, and is \$.85 per person. If we deliver food, it will arrive hot/cold and ready to serve. You will need to provide your own tables and any supplies that you may need to keep the food hot/cold during service to your guests. Once the food is delivered all liability is released from Big Daddy's BBQ.

**BOOKING:** Big Daddy's BBQ books events on a first come first serve basis, so please set your date early as some dates do fill quickly. It is our policy to not overbook popular dates to insure the highest quality of service. A \$200 booking fee is required upon confirmation of your event date. Payment of the remaining balance is due the day of your event unless other arrangements have been made. For Full-Service events, a 20% gratuity will be added and for delivery and pickup orders a 10% gratuity will be added to all orders.

**GUEST COUNT:** A confirmed guest count is required 14 days prior to your event. This count is the guaranteed number of guests for which we prepare your food and your final bill. If the guest count is fewer than 50 people, we suggest a drop-off or pick-up package for your guests. If your guest count is larger than 100 people, we suggest full-service catering.

**CHANGES:** All Changes to the menu must be made 14 days prior to the scheduled event. If any changes are made after 14 days prior an additional charge may apply.

**CANCELLATION:** Any cancellation of service must be given 14 days prior to your event, or charges may apply. If cancellation occurs, the \$200 booking fee is non-refundable. Big Daddy's BBQ has the right to cancel any event at any time. If this is the case, 100% of the deposit will be returned.

I have read and understand the terms of the agreement above:

Contact Phone \_\_\_\_\_ Date \_\_\_\_\_

Contact Signature \_\_\_\_\_

Big Daddy's BBQ would like to thank you for choosing our company to cater your event. All of our staff are ready to make this event a special one that will be remembered for great food and service to your guests!