

# Event Order Confirmation

<b>Client/Organization</b> Laura Jester - Bassett Creek Watershed Manage	<b>Event Date</b> 5/19/2022 (Thu)	<b>Booking Tel</b> (952) 270-1990	<b>Booking Email</b>
<b>Party Name</b> Bassett Creek Watershed Management Commission		<b>Booking Contact</b>	<b>Site Contact</b>
			<b>Guests</b> 30 (Act)

EVENT INFORMATION						
Description	Start	End	Serving	Bar	Type	Banquet Room
	8:00 am	12:30 pm	NA	NA		Bassett Creek North

FOOD/SERVICE ITEMS						
Food/Service Items	Time	Price	Qty	Total		

\*\*\*FOOD & BEVERAGES AT 8:15 AM\*\*\*

<b>Assorted Donuts</b>		25.00	1	25.00		
<b>Assorted Pastries</b>		25.00	1	25.00		
<b>Bagels</b> (with cream cheese)		25.00	1	25.00		
<b>Coffee - 48 cup</b> (served with 8-oz cups, creamers, and sugar)		72.00	1	72.00		
<b>Banquet Staffing Fee</b>		20.00	4	80.00		

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	75.00	152.00	0.00	0.00	0.00	0.00	0.00	227.00
Service Charge	13.50	27.36	0.00	0.00	0.00	0.00	0.00	40.86
Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>88.50</b>	<b>179.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>267.86</b>

<b>Subtotal</b>	227.00	<b>Next Deposit</b>	0.00
<b>Taxes</b>	0.00	<b>Due Date</b>	
<b>Service Charge</b>	40.86	<b>Paid</b>	0.00
<b>Total Value</b>	267.86	<b>Per Guest</b>	8.93

Meeting Catering 3060

## Catering and Beverage Service Agreement

This Agreement applies to all food and beverage transactions at Brookview catered by Three One Six. Please check which service(s) you wish to purchase:

\_\_\_\_\_ Beverage Service  
\_\_\_\_\_ Food Service

## **TERMS OF BEVERAGE SERVICE**

### **BEVERAGE AND BAR SERVICES**

Three One Six provides all beverages, alcoholic and non-alcoholic, for groups utilizing Brookview's facilities, with the exception of bottled water that may be provided by you, and hot beverages that may be provided by one of Brookview's preferred caterers. If you provide bottled water, you must bring your own cooler or tub and ice. You may purchase ice from Three One Six for \$5.00/5 lbs.

### **PRICING**

Our staff is happy to help you plan your beverage order. We will provide you menus with pricing information during the planning process and will provide an Event Order Confirmation containing a written estimate of your beverage order. You must provide final confirmation of your order at least 7 days prior to your event. The following additional charges may also apply to your event:

- **BAR SET-UP FEES**  
All beverage service orders, except those in the Full Bassett Creek Room or the Bassett Creek Room North, are subject to a \$100 bar set-up fee. The set-up fee includes 1 bartender with service for up to 4 hours, garnishes, cocktail napkins, straws, soda, juice, mixers, stir sticks and all necessary bar equipment. If you require more than 4 hours of service or more than one bartender, the rate for each additional hour is \$20 per bartender.
- **CORKAGE FEES**  
Three One Six provides the option of bringing in your own wine to an event. There is a corkage fee of \$16.00 per 750 ml bottle opened. We will return all unopened bottles.
- **SERVICE CHARGE & SALES TAX**  
All hosted beverages are subject to applicable sales tax and service charges. See below for additional information regarding our service charge.
- **MINIMUM ORDER AMOUNT**  
There is a minimum beverage charge of \$300 per bar service event. If your event does not reach the minimum charge, we will add the remaining balance to your invoice.

### **ALCOHOLIC BEVERAGE SALES GUIDELINES**

All alcohol must be provided by Three One Six. Three One Six reserves the right to refuse service to anyone at any time (including wine and champagne provided by you.) As the host, you are responsible for the behavior of your guests. Please encourage and enforce responsible drinking. Three One Six and Brookview staff will enforce the following policies:

- We reserve the right to card all guests and deny service to any guest not able to provide appropriate identification.
- No liquor shall knowingly be provided to or consumed by any person under the legal drinking age of 21. In accordance with state law, Brookview staff will not sell or provide liquor to any person who, in the opinion of Brookview staff, is or appears to be intoxicated.
- If Brookview staff observes a guest engaged in overconsumption of alcohol we will proceed as follows:

- a. The staff member will notify a manager of potential over consumption.
  - b. The manager and staff member will document the circumstances.
  - c. If the guest has engaged in overconsumption, the staff member will cease serving a particular person or group.
  - d. The manager will notify the host and, if appropriate, ask for cooperation or assistance from others in the party.
- No outside alcohol is allowed on Brookview grounds. If your group violates this policy, we may deny you further services or contact the police.

## **TERMS OF FOOD SERVICE**

### **MENU PLANNING**

We will provide you menus with pricing information during the planning process. Our staff is happy to help you with any menu modifications, dietary, or allergen requirements, and we will provide an Event Order Confirmation with your initial menu options. You are responsible for providing Three One Six your final menu selections and guest count as early as possible and at least 7 days prior to your event.

### **FINAL MEAL COUNT**

You must provide a final meal count at least 7 days prior to your event (the due date). If you have not notified Three One Six by the due date, the number of guests estimated on the Event Order Confirmation will become the guaranteed minimum number of guests and we will process your order and invoice using that number. You may not reduce your final count after the due date. We will generate your final bill based on the minimum guaranteed number of guests or the actual number of guests served, whichever is greater. If the actual number of guests is greater than the guaranteed minimum you provide, we will do our best to accommodate the additional guests the day of the event. Payment for any additional guests is due at the completion of the event.

## **TERMS APPLICABLE TO BEVERAGE & FOOD SERVICE**

### **TABLE LINENS & OTHER RENTAL ITEMS**

Three One Six can supply black, white, or ivory table linens & assorted colored napkins at a charge for your event. Full table setting upgrades will include table linens on all tables, linen napkins (up to two colors of your choice), silverware, and dinnerware. The price list is available upon request.

We will provide floor length linens for all buffet and beverage tables at no charge.

### **GUARANTEE & FINAL ORDERS**

You must provide Three One Six all of the following information at least 7 days prior to your event:

- Final Guest Count
- Final Menu and Meal selections
- Finalized Room Diagram (provided by Brookview Facility Coordinator)
- Timeline of the Day / Deliveries
- Final selection of items you wish to host and have on reserve
- Final selection of items you wish to make available at the cash bar

- - Name and phone number of on site contact on day of event
- Final selection of linens and any other rental items

### **PAYMENT & DEPOSIT**

Once you provide your final order and guest count (no later than 7 days before your event), we will send you a final invoice. We will credit all deposits and payments previously received from you on the final invoice. If you have an open bar or any add-ons the day of the event, we will provide an invoice for those items at the end of your event. All invoices must be paid in full on the day of the event.

We require a credit card deposit of \$300 for all bar service events and catering events with 50 or more guests. Deposits are due 30 days prior to the scheduled event..

The prices listed on our menus are current as of the day of printing, but are subject to change due to the fluctuations in market price and other factors. If pricing changes, we will notify you prior to your event. Payment for guaranteed items (i.e. kegs, pre-purchased drink tickets, beverage and coffee servers) is due upon receipt of your final invoice and no later than 3 days prior to your event. Payments for open bars and items charged based on consumption are due at the conclusion of the event. If you do not make full payment at the end of the event, we will send you an invoice and you will be billed an additional service charge. If a check is returned due to insufficient funds, we will charge a service fee of \$25. We will refund any overpayments within one week. All invoiced amounts not paid within 30 days of the due date shall be subject to a late fee of 1.5% per month.

### **SERVICE CHARGE & SALES TAX**

All rentals, food, and beverage prices are subject to applicable sales tax as well as an 18% taxable service charge. The entire service charge is the property of the Three One Six. Management, in its sole discretion, will distribute the service charge to employees working your event. Please inquire if you have questions.

### **CANCELLATION POLICY**

If you wish to cancel your event, you must submit a cancellation request in writing at least 7 days prior to the event. If you cancel less than 7 days before your event, your deposit will not be refunded. All cancellation requests must be signed and dated by you, and must be approved by a Three One Six representative.

*Golf and Lawn Bowling only groups: Cancellations due to weather and determined/approved by Brookview staff will be accepted 24 hours prior to event and we reserve the right to charge up to 50% of the estimated food and beverage charges if cancelled within the 24 hours.*

### **FOOD AND BEVERAGE REGULATIONS**

All federal, state, and local laws with regard to food and beverage purchase and consumption are strictly enforced. Due to the health department regulations, Three One Six must provide all food and beverages consumed on premise. The health department prohibits us from allowing food to be taken home, with the exception of the licensed wedding/celebration cake. Any request for left over catering items prepared by Three One Six will be denied. The Three One Six reserves the right to inspect and regulate all private meetings, banquets, and receptions in accordance with our policy and established laws. Brookview welcomes outside wedding/celebration cakes, cupcakes, and ice cream provided they are coming from a licensed commercial bakery.

**LIABILITY & LOSS**

Three One Six is not responsible for the loss of enjoyment due to delays, interruptions, changes in arrangements, or to other services which are caused by circumstances amounting to force majeure, including but not limited to war, riots, labor strikes, acts of God, natural disaster, or adverse weather conditions.

**THEFT AND DAMAGES**

You are responsible for any damage to or theft of our catering inventory, equipment, table accessories, or other property owned by Three One Six. If your party causes any theft or damage, we will notify you send you an invoice within three business days. Payment on the invoice will be due within one week of the invoice date. Three One Six assumes no financial responsibility for damaged or stolen property brought to the facility by you, your guests, or an outside vendor.

I accept the Event Order Confirmation and the above terms and conditions.

Signed Name \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_