

Catering Terms and Agreement

The person or persons who make reservations for a catered function with Stephano's should do the following:

One month prior to the event:

- Contact the Stephano's Restaurant. (Contact see our website at www.stephanosbistro.com)
- Provide the following information:
 - Contact Person Name,
 - E-mail,
 - Phone number,
 - Event Type,
 - Event Date,
 - Event Address,
 - Event Timeframe,
 - Number of guests,
 - Budget,
 - Special Requests & Comments (food restrictions, type of food/alcohol service and etc.)
- Based upon information provided, a catering menu will be based and confirmed with a customer.
- \$200 Deposit is required.

Seven days prior to event:

- Customer will submit a guarantee number of guests.
- Stephano's will prepare food and settings for 5% above the guarantee number of guests. The customer will receive a final invoice for the actual number of guests served or 95% of the guarantee number, whichever is greater.
- Functions scheduled at times other than normal serving hours or at off-premise locations *may require a surcharge.*
- Stephano's is the sole, authorized and exclusive vendor of food service and alcoholic beverages on the property where the function is held. Bar service is restricted to a minimum charge of \$250.00 for each event. The client is responsible for paying the difference if this minimum is not met. Alcohol is not served to persons under age of 21 years old. A proper Identification will be requested if it's necessary.
- Delivery charges are applied to the location.
- \$20.00 minimum delivery, \$10.00 minimum pickup charge.

- Delivery and pickup charges may be avoided by self-service.

Additional information:

- Stephano's assumes no responsibility for lost or stolen personal articles.
- Food or beverages that are unconsumed **cannot** be removed from the premises.
- Functions exceeding prearranged times may be surcharged.
- Prices exclude MN State sales tax; no additional gratuity is charged.
- Prices subject to change, please verify current price information.
- A \$2.00 per person surcharge will be applied to any served meal requiring more than one entrée; not applicable to vegetarian alternatives.
- We would be glad to design customized menus for your special function requirements.
- Stephano's reserves a right to cancel this Agreement when in its reasonable judgment an emergency or other condition occurs beyond its control that requires participants to vacate the premises. If such incident occurs, Stephano's will refund deposits.
- Stephano's reserves the right to cancel this Agreement for default if the customer violates any of the terms of this Agreement, including, but not limited to failure to return this signed Agreement by the date specified, or if the customer fails to pay the charges in accordance with the Agreement.