

R-1 Bartender for Event

Catering Contract
Contract: 00060883

CUSTOMER
Jennifer Lin PANZA (Unclassified)
Phone: 408-391-8908 Fax: e-mail
Account Number: Check

EVENT INFORMATION	
Event Date:	Saturday, May 16, 2009
Guest Count:	70
Event Status:	Booked
Contact Person:	Jennifer Lin
Contact Phone:	408-391-8908
Sales Person:	Dan Dellavecchio

LOCATION AND TIMES			
Location	30 Minute Delivery Window	Start Time	End Time
WPU Kurtzman	4:30 pm	5:00 pm	7:00 pm

STAFFING			
Description	Qty	Price	Total

MENU SELECTIONS			
Description	Qty	Price	Total
Bartender	1	150.00	150.00
Skirted Banquet - Any - Bar	1	15.00	15.00
No Seating Linen	0	0.00	0.00
Wine & Beer Bar - Plastic (Client to provide alcohol to event site 1 hour prior to event start time)	70	1.00	70.00
Bringing in organic food			

SPECIAL INSTRUCTIONS
The Bartender will not assist in the setting-up, staffing, or cleaning up any buffet other than the bar.

BILLING	
Subtotal:	235.00
Service Charge:	17.00
Event Total:	252.00
Credits / Deposits:	0.00
Total Due:	252.00

Welcome to Sodexo Catering! Our staff will assist you in every way possible to prepare for a successful event. The following will help us together to ensure success.

1. Sodexo Catering can not provide service without a signed contract. Please be sure to review your contract in it's entirety before signing. Be sure to complete with University account number for University functions, or include a check or credit card information for deposits for all Non-University functions. All CHECKS must be made payable to SODEXO.
2. A service charge of 20% for all on campus events and 25% for all off campus events will reflect on your contract. Any Non-University functions may be assessed a 7.00% State sales tax.
3. A LATE CHARGE of 25% of the total bill will be assessed for every event booked with less than a 3 business days notice.
4. All "DROP OFF" services are the client's responsibility to make sure that all disposable items are cleaned up in a timely manner. Catering can only accept responsibility when wait staff is requested.
5. Sodexo Catering is not responsible for any loss of material, equipment or personal belongings left unattended or in unsecured rooms/areas.
6. FORCE MAJURE - Sodexo Catering can not be held liable for any delay or failure in performance resulting directly or indirectly from acts of nature, failure of clients to vacate, or causes beyond our control.
7. To protect from possible food contamination all unconsumed foods are not to be taken from the premises. Client may only take Canned Sodas, Bottled Water and Non-Perishable Desserts.
8. The number of guests in attendance is required 2 business days prior to the event date. Your bill of service is based upon the final number of guests. If your number decreases after the 48 hour deadline, you are still responsible for the original price quoted.
9. If your guest count exceeds the number guaranteed, your bill will reflect the actual number of meals served plus a 25% charge on additional meals.
10. In the event of cancellation, notification is required 48 business hours prior to the event to avoid charges. A cancellation number will be assigned to you at that time.

Signature

Account Number

Date

Thank You for using Sodexo at the University of Pittsburgh. Your event is very important to us and we are sure it is going to be a success. If you have any questions or comments contact our Catering Director Doug Hochhauser at 412-624-1489.

