

RHWA GROUPS

2012 Catering Contract

Name of group _____
Contact person(s) _____
Address _____
City _____ State _____ Zip _____
Phone(s) _____
Email _____
Visit date _____ Estimated number of guests _____
Guaranteed number of guests (due 2 weeks prior to visit date) _____
Meal start time _____ Meal end time _____

Menu Selection	Price Per Item	Quantity	Total Price
(Adult):			
(Child):			
List side #1:	N/A	N/A	N/A
List side #2:	N/A	N/A	N/A
20% Service Fee (applies to total catering fee)			
			Subtotal
			7.3% sales tax
			Total Due

Fees

- ◆ Taxable 20% service fee and 7.3% sales tax apply to all catering fees.

Deadlines

- ◆ Catering contract is due 30 days prior to your visit date.
- ◆ Guaranteed guest number is due 2 weeks prior to your visit date. Changes to guaranteed guest number after this time require approval from RHWA Group Sales Manager, and will be charged accordingly.

Payment

- ◆ Full payment is due with your guaranteed guest number 2 weeks prior to your visit date.
- ◆ Corporate groups have the option to be billed following their event (must have prior approval and established credit with RHWA).

Cancellation

- ◆ 0-14 days prior to your event: 100% of all anticipated catering and service fees will be retained by RHWA.

I accept the above arrangement as quoted and agree to abide by all policies and requirements therein. I understand that menu and/or prices are not confirmed until this signed form is received by RHWA.

Customer signature _____ Date _____

Questions? Contact Debbie Tasker,
Group Sales & Special Events Manager
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Salina, KS 67401



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