

Southeast Alaska State Fair

PO Box 385 • Haines, Alaska 99827 Phone: 907-766-2476 • Fax: 907-766-2478

E-mail: director@seakfair.org • Website: www.seakfair.org

2015 Catering Contract between Southeast Alaska State Fair & _____

Restaurant	Event Date May 22, 2015, 6:00 PM	Telephone	Fax	Event Beer Fest Banquet
Address	Contact		Number of Guests 250 - 260	

Party Name 23 rd Annual Beer Fest Banquet	Category Dinner
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Site Location	
Site Name	Site Address
Harriett Hall	Haines, Alaska 99827

Times and Set Up				
Description	Date	Arrival	Departure	Guest Count
5 course Dinner + hors devours	May 22, 2015			250 - 260

Menu Specifications

Sit Down Dinner of Gourmet Quality

Budget: \$50.00 / Plate, inclusive of food and labor costs

Hors Devours: With Reception Beer

Appetizer-
BEER PAIRING:

First Course-
BEER PAIRING:

Second Course-
BEER PAIRING:

Main -
BEER PAIRING:

Dessert-
BEER PAIRING:

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Services Provided by Caterer

- **Caterer provides kitchen staff, including expediting and plating, dishwasher, and cleanup crew; caterer will set up of kitchen and green room; and is responsible for clean up all event kitchenware, dishes and glassware; cleaning/mopping of all kitchen and green room surfaces.**
- **Total Budget: \$12,500 (\$50 x 250) inclusive of all food and kitchen labor and required cleanup costs, and other associated costs.**
- Caterer has access to SEAK Fair's FSA and store accounts if needed. All receipts must be submitted to the Fair office, to be deducted from Caterer's final payment.
- **Caterer submits a final menu for online publication no later than Feb. 1, 2014 (the day ticket sales begin).** Minor adjustments may be made after publication of the menu if necessary.

Provided by Southeast Alaska State Fair

- SE AK Fair is responsible for a clean kitchen upon caterer's arrival; dining room set up and cleanup; linens; food service; beer service; garbage and recycling disposal.
- Final guest numbers will be submitted to caterer by May 8, 2015.
- Payment will be by check Monday, May 25 or in a timely manner after all receipts have been received by the Fair office. W-9 required; taxes not withheld.

Also: Ticket sales; guest speaker and arrangements; decoration; printing menus; place settings; A/V equipment; event admission; hosts; alcohol permits.

Caterer

Date

Southeast Alaska State Fair Representative

Date