



PLANNING YOUR SPECIAL EVENT & CATERING CONTRACT (2010)

SMALL EVENTS / CORPORATE CATERINGS

Hot foods with less than 24 hours notice may incur an additional 15% charge for rush orders.

Delivery in Albuquerque - \$25

Delivery, setup, breakdown & equipment pick up - \$48

Delivery to local area to include: Sandia Labs, Eubank & east and Menaul & south - \$15

Delivery, setup, breakdown & equipment pick up to local area- \$25

ARRANGING AND RESERVING A DATE

Even if the date of the event is only tentative, please advise the catering manager of the details of your proposed event. Therefore, if there are other events scheduled for the same day, we can call you to confirm your catering and give you priority over other tentative events. Please note that proposals do not guarantee our catering: only making a deposit for the event guarantees availability. You may contact the catering director, L. Michele Romero or owner, April Lund at 505-298-4800 or info@sweetblessingsbakery.com.

CONTACTING US

At least 14 days before the event, contact L. Michele, the catering director at 505-298-4800 or info@sweetblessingsbakery.com. Some arrangements can be made by phone or email; others require an appointment. This is the time for a thorough discussion of all specifics and details. We can help you make all the necessary decisions to determine which of the services offered best serve your needs. After we have finalized all the details of your special event, you will receive an invoice to be signed and returned to us.

EVENT CONFIRMATION AND GUARANTEES

A guarantee is required 5 business days before your catered event. This confirmation and guarantee will include the exact times, location, number of guests, menu selection and room setup. If your event is cancelled, you are responsible for contacting the catering director and canceling the event as soon as possible. You will be liable for 50% of your food bill for any event that is cancelled within 5 business days. The event will not be guaranteed until full payment is received. Please note that events with rentals that are cancelled within 72 business hours of the event will incur a 25% restocking fee.

PAYMENT

20% payment is required to book the date. The remaining balance is due no later than 5 business days prior to the event. Credit or Debit cards are welcome. All cancellations and final changes, including the customer guarantee count and payment, MUST take place at least 5 business days prior to your function. A 5% additional charge per day will be incurred if you make any cancellations or changes after this time. If you do not contact us with a final count within the 5 business days allowed, we will prepare for the estimated number and charge accordingly.

DELIVERY CHARGE

Orders under \$1000 have a minimum \$25 fee within Albuquerque.

Orders over \$1000 have no delivery fee within Albuquerque.

Other areas may be extra. Please inquire for further information.

ALCOHOL POLICY & SERVER POLICY

Sweet Blessings does not have a liquor license and can not purchase alcohol for your event. However, Sweet Blessings can provide licensed beverage servers. Sweet Blessings reserves the right to refuse service of alcoholic beverages to any

person. We recommend at least one bartender for every 50-75 guests for beer and wine service and one bartender for every 35-50 guests for a full bar.

STAFFING

Captain – \$25 per hour, to include 1½ hours for setup and breakdown.

Servers – \$18 per hour, to include 1½ hours for setup and breakdown.

Chef on location – \$25 per hour

Food Prep on location - \$20 per hour

Licensed Server - \$25 per hour, 3 hour minimum

Some events will take additional time for setup and breakdown based on location and details. Your sales representative will be happy to discuss this with you further.

FOOD RELEASE LIABILITY

Due to health regulations, it is the policy of Sweet Blessings that once leftover food, already presented to guests, is released to the client at the end of the catering, Sweet Blessings is no longer responsible for the storage of that food. The client understands this by signing the contract.

EXCESS FOOD POLICY

It is the policy of Sweet Blessings to provide more food items at a catering than the client has purchased. However, this does not incline the client to all remaining portions.

FOOD & BEVERAGE CHARGE

All caterings will be charged 18% of the food and beverage costs. This charge helps cover costs of wear and tear of our equipment and items used for presentation.

GRATUITY

Sweet Blessings does not include gratuity in its pricing. Gratuity is recommended but left to the discretion of the client and can be added to the invoice upon request.

I have read, understand and do agree to the above conditions of this contract.

X _____
(Signature)

Date: _____

X _____
(Print Name)