



OFF PREMISE POLICY AGREEMENT

El Charro Café offers full service catering and additional services to make your event complete. Several menus are available for off site events, as well as customized menus to fit any taste or budget. All menus are plus a 8.1% tax and a 10% service charge. If full service catering is applicable, servers are in addition to your menu, tax, and service charge. Tax and service charge is calculated on the menu cost only.

Confirmation of Event: A credit card number is required to confirm all off site events. No charges are made to the card, it's for holding purposes only. Although in the event of a cancellation given in less than seven days notice will result in a \$100 cancellation charge.

Set Up Fee: There is a \$1.00-\$3.00 charge per person to set up for an off premise event depending on the size and the complexity of the event.

Delivery/Pickup: El Charro offers delivery and pickup for buffet catering menus and our Fiesta Menu. Deliveries require an order of a \$500 value or more, although pickup may be of any amount and available at all locations. Serving units are not available for delivery/pickup. There is a \$35.00 minimum delivery charge. Our delivery drivers are allotted a thirty minute window to arrive to the event destination. The driver will notify the customer directly if any tribulations should arise. Delivery drivers are only responsible to drop off the food to the event location, no set up or service is included. For delivery and pickup caterings El Charro holds no liability for maintaining the quality of the food.

Full Service Catering: Requires a 50 person minimum. Full service catering includes set up and breakdown of the El Charro menu chosen, service equipment and clean up of service area. Server cost includes chaffing dishes with heating components, linens for the buffet tables provided, fiesta/themed décor, serving vessels, and serving utensils. Facilities will be left in the condition in which they are found. A minimum of two servers are provided, additional servers/bartenders may be needed depending on the complexity of event and amount of guests. Each server/bartender costs approx. \$12-20 per hour depending on the complexity/level of service required for the event. All servers are trained in Serv-Safe, BCAE, and exemplify the highest level of customer service. Server hourly begins upon departure of an El Charro property and ends upon their arrival to an El Charro property. Servers will arrive approx. one hour prior to the start time of the event depending on the complexity of set up and service.

Papergoods: Paper goods include forks, knives (if applicable), dinner plate, and paper napkin. Papergoods are color coordinated and is high quality, disposable paperware. There is a \$1.50 charge per person should El Charro provide. There are additional charges for appetizer/dessert plates and seasonal or specialty papergoods.

Coffee Service: \$2.00 per person will be charged to provide coffee service that includes decaf and regular coffee, insulated coffee cups, and condiments. There are additional charges for flavored coffee, syrups, and creamers.

Bar Service: El Charro can provide Bar Service at \$3.00 per person. This service includes ice, plastic cups, beverage decanters, tin tubs, straws, beverage napkins, limes, bottle openers, and margarita salt,

Beverages: El Charro can provide an extensive alcoholic and non-alcoholic bar. A 50 person minimum is required for beverage service.

Assorted Sodas (Pepsi, Diet Pepsi, and Sierra Mist) \$2.50 per person
Bottled Water \$2.00 per person
Wine (Stone Cellars – Chardonnay or Cabernet Sauvignon) \$18.00 per bottle
Imported Beer (Corona, XX, Tecate) \$60.00 per case of 24
Domestic Beer (Bud Light, Miller Lite, Budweiser) \$48.00 per case of 24

Rentals: El Charro's professional catering team can assist with a rental order, if necessary, through a third party company. Final payment is due to the rental company directly, El Charro holds no responsibility for payment. Our team only assists with the order.

Tables: El Charro does not include tables for the buffet. Typically we use an existing dinner table, kitchen counter or outdoor island for the buffets/bar set up. If tables within the event location are not available, tables will have to be rented through a rental company.

Payment: Payment is due within 5 days of the completion of your event, unless special arrangements have been pre-approved and a payment plan has been signed on the contract. If payment is not received within 5 business days, 10% of total over amount due will be applied daily, not applicable for pre-approved billing. Acceptable forms of payment are cash, certified checks, company checks, money orders, and major credit cards.

I have read and understood the above policies.

Signature

Date