

# Great Southern Events

## Policies

### Deposits

A 50% deposit is required in order to guarantee the reservation. Deposits will be processed at date of submission. All deposits will be applied to the balance of the event. Deposits can be made in the form of check, credit card or money order. Deposit minus a \$100 administration fee will be refunded with 60 days of cancellation. Deposit will be forfeited with less than 60 days of cancellation.

### Billing

100% payment for every event is due 7 days prior to the day of the event. No exceptions. In the event the representative cannot be found; the credit card on file will be billed. Billing for services secured from an outside contractor, on the client's behalf, may be billed directly to your account. All outside services billed through Great Southern Events will be subject to a twenty percent (20%) handling charge. Any remaining balance such as extended labor hours or client damage to catering property will be charged to the credit card on file.

### Off-Premise Catering Minimum

Off-Premise Catering is available in private homes, clubs or any venue that accepts outside caterers. There is a \$1,000.00 minimum, exclusive of all tax and service charge is required for Off-Premise Catering. A \$75.00 fee will apply to off premise deliveries and a 50.00 chef fee for each chef attended station needed.

### Service Charge

Staff fee is 22% of the food and beverage order and includes full set up of venue according to lay out. After Catering portion is over a 150.00 break down fee is applied if needed. In the event the break down last longer than 2 hours after the event an additional 75.00 fee to cover labor will apply.

### **Guarantees on Number of Guests:**

Food, beverage and add-on items charges based on guest count will be based on the Client's final guarantee. Final guest counts are due no later than one week before the date of the event. If no final guest count is received, we will use the number of guests used in the attached proposal. We will make every effort to accommodate any last minute increases in the guest count.

Bar Service: Our Bar service must be used when hired for catering in the event there is a need for said service

### **Final Payment:**

Clients will be required to pay the balance one week before the event.

Upon review and acceptance of the proposal and our catering policies, please sign below and return this document with your deposit.

\_\_\_\_\_  
*Restaurant/Company*

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**To pay deposit by credit card:**

Type: (please circle) AMEX, VISA, MC, Discover

Name on Card: \_\_\_\_\_

Account: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

600 barracks Street  
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