

2011 CONTRACT INFORMATION

Deposits & Payment Schedule

Deposits are required to hold your scheduled date and time of event.

Deposit amount is based on the number of invited guests:

Less than 100 people	\$150.00
100-199 people	\$350.00
over 200 people	\$500.00

Payments: 50% of the balance is due two weeks prior to the event.

Payment in full is due on or before day of event.

Cash, Check, Master Card, Visa, Discover & American Express accepted.

Guest Count & Menu Deadlines

When you book the date with us, let us know how many guests you are planning.

- Two weeks before, please call with your best estimate.
- Final head count is required five days prior to your event. The head count that we have five days prior to your event will be considered the final head count and will be the minimum number for which you will be billed. If more than the final count attends, you will be charged for the greater number of guests.

Gratuity & Sales Tax:

Gratuity includes set-up, serving and clean-up of food. Normal gratuity is 20% but may vary for smaller parties when gratuity does not cover server/staff time.

Should you require assistance with room/facility set up, additional servers for items not ordered from Franconia Heritage, or extended clean-up after your event, please make this known to Franconia Heritage. An additional charge of \$35. per server per hour will be added.

Tipping is at the customer's discretion, but is not required.

Leftover Food Policy

If you have arranged in advance that Franconia Heritage is to leave extra food, the general rule is as follows:

There must be containers provided to put food in.

Only food from buffet itself can be left and someone must be assigned to handle storage.

On-Site Service

Travel to catering jobs will be charged at a rate of \$2.10 per mile based on round trip mileage with a minimum charge of \$15.00.

If you would like our staff to set up your buffet, there will be an additional charge of \$15.00 per buffet line.

Wire Chafing Dishes with Sterno can be rented for \$4 each. Wire Chafing Dishes must be returned to Franconia Heritage within 3 business days.

We do not provide trash removal service. Please arrange accordingly.

A credit card is required for security purposes for any equipment (chafing dishes, utensils, etc.) that we are leaving. These items must be returned clean to Franconia Heritage between 6 am and 8 pm Monday through Saturday and within 3 business days unless alternate arrangements have been made.

Children's Pricing

Children ages 4-10 are half price. Children 3 and under are FREE.

Tablecloths and Napkins

White plastic tablecloths can be purchased for a cost of
\$3.50 for a long banquet cloth or
\$4.00 for a round cloth

Linen Cloths and Napkins are available at an additional charge.

Tables Chairs

We do not rent tables and chairs for guests as it requires a storage facility that we do not have. We can provide buffet tables for most parties. Please advise us in advance if you will need buffet tables.

Dinnerware & Flatware

Paper products including plastic flatware and everything you will need for your menu is \$1.35 per person.

This includes plate, bowl, cups, flatware and napkin.

Additional Costs

Any catered event scheduled less than 24 hours in advance will incur at 20% premium.

BUSINESS BUFFETS

AVAILABLE MONDAY THRU FRIDAY LUNCH

If less than 20 people, add \$1.00 per person

If less than 10 people, add \$2.00 per person

Hot & Cold Package - \$12.99 per person

Choose one Entrée: Meatballs Lasagna
 Italian Sausage Baked Ziti
 Stuffed Shells Chicken Tenders
 Chicken Marsala Oven Roasted Chicken Breast
 Beef Roast Baked Ham

Choose two Salads:

Potato Salad, Macaroni Salad, Coleslaw, Quick Toss Salad,
Vegetable Pasta Salad or Italian Pasta Salad

Above package includes:

Cold Meat & Cheese Tray (Turkey, Roast Beef, Ham,
American Cheese & Swiss Cheese)
Assorted Rolls & Butter
Dessert – choice of Pie & Cake *or* Cookies & Brownies
Canned/Bottled Beverages
Paper Supplies

Hot Entree Package - \$12.99 per person

Choose two Entrees: See above for selections

Choose two vegetables:

Mashed Potatoes Green Beans
Scalloped Potatoes Broccoli
Bread Stuffing Glazed Carrots
Macaroni & Cheese Corn

Above package includes:

Quick Toss Salad
Assorted Rolls and Butter
Dessert – choice of Pie & Cake *or* Cookies & Brownies
Canned/Bottled Beverages
Paper Supplies