

RHZ CONFERENCE CENTER

Catering Contract - Evening Events/Weddings

Organization/Event _____
 Contact Person _____ Daytime Phone _____
 Mailing Address _____ City _____ State _____ Zip _____
 Fax _____ E-mail Address _____
 Event Day/Date _____ Estimated number of guests _____

A guaranteed number is due 10 business days prior to event. No exceptions.

1. Your catering contract is due 30 days prior to your event date.
2. ***Your final count is due ten business days prior to event date. No exceptions.***
3. **If your final guaranteed number is not received by this time, your estimated number will become your final guaranteed number. Catering preparations will be based on your estimated number.**
4. A taxable service charge of 20% and 7.15% sales tax applies to all catered events.
5. Changes to final guaranteed number of meals after this time require approval from Rolling Hills staff. Any approved additions will be charged accordingly.
6. Unexpected guests arriving on the event date are considered un-approved additions. Therefore they are not considered in catering preparations. An additional \$5 per unexpected guest will be assessed in addition to the cost of the additional meals.

Food Service

Food Service Start Time: _____ **a.m./p.m.**

Meal Type	Menu Selection	Cost per Unit
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Menu and/or prices are not confirmed until this contract is signed and returned to Rolling Hills Zoo.

I have fully read and understand this Catering Contract and agree to abide by all policies and requirements.

Customer Signature _____ Date _____

RHZ Representative _____ Date _____

RHZ CONFERENCE CENTER

Catering Contract - General

Organization/Event _____

Contact Person _____ Daytime Phone _____

Mailing Address _____ City _____ State _____ Zip _____

Fax _____ E-mail Address _____

Event Day/Date _____ Estimated number of guests _____

A guaranteed number is due 10 business days prior to event. No exceptions.

1. Your catering contract is due 30 days prior to your event date.
2. ***Your final count is due ten business days prior to event date. No exceptions.***
3. **If your final guaranteed number is not received by this time, your estimated number will become your final guaranteed number. Catering preparations will be based on your estimated number.**
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5. Changes to final guaranteed number of meals after this time require approval from Rolling Hills staff. Any approved additions will be charged accordingly.
6. Unexpected guests arriving on the event date are considered un-approved additions. Therefore they are not considered in catering preparations. An additional \$5 per unexpected guest will be assessed in addition to the cost of the additional meals.

Food Service

Serving Time	Menu Selection	Cost per Unit
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Continue on second page if needed)

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I have fully read and understand this Catering Contract and agree to abide by all policies and requirements.

Customer Signature _____ Date _____

RHZ Representative _____ Date _____

