



1109 Washington Street, Vancouver , Washington 98660 P: (360) 836-5255

## catering terms & conditions

- 1. DEPOSIT + PAYMENT SCHEDULE.** A security deposit for food and beverage to estimated quotation is required to confirm the reservation for the date and room. The deposit is calculated on the total estimated price of the event. On the day of, prior to the start of the event, the customer will pay the remaining balance, along with additional charges, if any, on one final bill. The deposit will be applied towards the total balance of the event. This can be paid by cash, credit card or corporate check.
- 2. ROOM MINIMUM + RENTAL FEES.** Rooms are reserved for the following time periods and are subject to individual room minimum fees based upon the day and time scheduled within the designated contract. The Client will be billed for additional staff hours for any time extension beyond the prior agreed upon time. Additional time may be purchased at a rate of:
  - \$100.00/hour (Monday-Sunday - HB Banquet/HB Crypt)
  - \$500.00/hour (Monday-Thursday - Outdoor Patio)
  - \$1,000.00/hour (Friday and Saturday - Outdoor Patio)
- 3. MENU SELECTION.** Menu selections are based off of the current catering menu. The Client must request changes to the event menu no later than fourteen (14) days before the event. Should the event change from the original quoted specification, then costing will be revised accordingly. Final menu selections and other details must be received seven (7) business days prior to the date of the event. All food products are chosen based upon availability. Heathen Brewing Feral Public

House is not responsible for price increases due to shortages of power, supply and demand, or any unforeseen situation in the food or labor market. Appropriate notice will be given to Client.

- 4. ALCOHOL.** Washington State Law (RCW 66.44.270) deems that it is unlawful to serve liquor to any person under 21 years of age, or permit any person under 21 to consume liquor on our premises. Our staff has been instructed to request proof of age from any individual in question. They have also been instructed to refuse service to intoxicated persons. Actions and behaviors of guests consuming alcoholic beverages during and after the event is the responsibility of the Client. Heathen Brewing Feral Public House employees reserve the right to assess the level of alcohol consumption and will act accordingly to provide a safe environment for all guests. This means that additional alcohol sales can be withheld by management or servers, as well as barred entry from the premises.
- 5. SECURITY.** Heathen Brewing Feral Public House promotes a safe and friendly atmosphere. Employees reserve the right to inspect and control all events and to ask any guest to leave the premises at any time if it is determined that their behavior is inappropriate, dangerous, disruptive or destructive.
- 6. SERVICE CHARGE + SALES TAX.** All catered banquet events at Heathen Brewing Feral Public House are subject to a mandatory 20% service charge and current Washington state sales tax (8.4%).
- 7. CANCELLATION + RESCHEDULING.** Cancellation of an event must be made within 72 hours of the scheduled event for a full refund of the deposit. If the event is cancelled within less than 72 hours from the date of the scheduled event, the deposit and pre-ordered food is forfeited in full. All cancellations must be confirmed in writing by the Client. Rescheduled events are allowed based on the availability of the time and date selected. The deposit can be transferred over and applied towards the rescheduled date.

**8. WEATHER.** Any events that are booked on the outdoor patio may be subject to inclement weather patterns. Please keep up to date on the weather during the week of the event and if needed, use the cancellation policy of 72 hours. In the case of severe weather, Heathen Brewing Feral Public House reserves the right to close business operations for the safety of our employees and our guests. In the event that this happens, a credit for the event will be created for a future date.

**9. FINAL GUARANTEE, GUEST COUNT + STAFFING.** The final guest numbers must be specified seven (7) business days prior to the date of the event and this will form the basis of final billing. The attendance figure provided by this date will be the guaranteed minimum and cannot be reduced. If a final attendance figure is not provided by this date, then the expected guest numbers provided will be used for the preparation, staffing and food quantities for the event.

Staffing is available on a contract basis for an extra charge. Additional charges will apply if the guest count exceeds the agreed upon amount.

**10. FOOD SAFETY + LEFTOVERS.** To ensure the safety of our Client and their guests, it is our policy to remove and discard any leftover food after the event. Any uneaten or non-consumed food or bottled beverages left on the buffet table/food station area may be given to the Client upon request. We do not recommend serving leftover food as we cannot ensure the safety in doing so, however, upon Client request the above described leftover food and beverage may be taken by the Client. All leftover food will be disposed of or taken back to the kitchen. When food is no longer under our supervision, all responsibility and liability with regard to food safety is passed on to the Client. We are able to arrange on-site refrigeration if required.

**11. GUEST CHECK + BANQUET EVENT ORDERS.** As function sponsor, by signing the Banquet Event Orders and Guest Checks for food, beverage, or services rendered, you are acknowledging that there is no dispute over such services, and fully responsible for payment of the total amount due.