Renter

Type of Event

Date of Event

Contact Name

Email address

Contact Number

Event location

**Serving Time**

Number of people

**Event Times**

**Menu:**

**Agreement:**

* **Building Rental:** $300 a half day and $600 per day.
	+ The building rental cost is considered the down payment.
	+ 50 person minimum to rent building.
	+ Down payment has to be made in advance to secure building and date.
		- Please note that any monies applied to the job are non-refundable including, but not limited to down payment and/or deposits.
		- This deposit and any down payment will be deducted from final invoice.
		- Final Invoice payment must be received from customer prior to the start of their event.
* **Alcohol**: No personal alcohol is allowed inside or outside of building.
	+ No alcohol or cups are to leave or brought into the premises. We provide cups for the event.
	+ No alcohol over 7%.
		- No liquor – Beer, wine or wine coolers only served.
* Customer is responsible for obtaining and paying for all ALE permits if needed.
* Beer must be purchased by Leon Nixon catering.
* LCN will try to accommodate your choice of Beer Brands.
* Alcohol must be served by a Leon Nixon Catering Employee.
* **Bartender:** Must be an employee of Leon Nixon Catering.
* No outside Bartenders.
	+ You will be charged $100 extra dollars plus tax for the use of Bartender.
	+ Bar is Cash ONLY.
* **Security:** Customermust obtain and pay for security personnel to remain on site while event is taking place.
	+ Security must be contracted through the Edenton Police or Sherriff’s Department at customer’s expense.
		- Edenton Police Department can provide you with names of off-duty police officers that will work.
		- LNC requires 2 off duty officers per 50 people if serving beer and wine. One off duty officer per 50 if no alcohol.
* **Meals/Food**: No outside food to be brought in except for a cake for the event.
	+ A meal must be purchased to rent building.
* Minimum for a meal is $12.95 per person. Meal prices may be higher as meal prices are based upon food choices not head count.
	+ - For headcount lower than contracted for; Customer can take leftovers amounting to no more than contracted head count.
		- Food is served buffet style and the server will serve beverages.
* **Banquet Hall:** Tables and room can be rearranged and/or decorated.
	+ Renter is responsible for clean-up and placing back tables as they were.
* Clean-up is defined as clearing tables, sweeping of floor, removing or disposing of any and all waste accumulated from their event.
* If decided to let LNC handle the total clean-up of the room, the clean-up fee will be $500.
	+ - * If excess trash is left in building and yard, LNC reserves the right to charge customer an additional cleanup fee of 30% of invoice total for which you will be billed..

There will be large trash cans for waste.

* **Complaints:** Any food complaints or issues must be address to the Server at the time of the event as the wait staff oversees the event.
* Otherwise complaints will not be addressed after the event.
* **Service:** If you see a problem with your serving times please make our office staff aware. We will do the best we can to accommodate you and your time change.
* **Wait Staff:** We do not include tip on the bill it is up to the customer to provide if desired.
	+ Tips are always welcomed and greatly appreciated.
	+ Please include Tip if any in the CC or Check. If paying by cash, please separate tips and place in sealed envelopes with names. IE: Kitchen Staff, Waitress and Bartender.
		- Please make our office staff aware if anyone of Leon Nixon Catering employees does ask you or your organization for a tip immediately.
* **Contract:** Once your contract is signed and your deposit is paid, the serving time and number of people is locked in place.
	+ The *COUNT* you provide us upon signing this contract is the Minimum number for which you the customer is financially responsible.
		- The *COUNT* can be raised after signing contract but not lessened.
		- Children over 6 are to be included in the *COUNT.*
	+ A revised contract for your updated number of people for your event will be sent to you and should be signed and sent back to us.
	+ If your number is above your final update that is the number of meals you will be charged for.(example: if your final number is 100 but silverware or other count is 115 you will be charged for 115)
* **Agreement:** The parties agrees that this contract is mutually binding and parties shall not be bound by any terms, conditions, oral statements or representation not contained here-in.

*\*\*Please submit payment to crew the day of event\*\**

**I agree that the above information is correct and will be paid for in full upon completion of the event.**

Customer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for choosing Leon Nixon Catering