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# HALLIE JANE'S

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Market  Catering

140 Academy Street • Madison, Georgia 30650 • 706-342-2837

## CATERING SERVICES AND CONTRACT

### **FOOD**

Our catering philosophy at Hallie Jane's is "simple and delicious." For that reason, food is priced per guest and includes all flatware, china, glassware, and napkins necessary for that menu. Prices include garnished serving trays and/or necessary chaffers. We will also use the customer's pieces provided they are dropped off three days prior to the event.

### **SERVICE**

Hallie Jane's provides uniformed and trained servers to set up, serve, and clean up the event. Hallie Jane's does not use temporary services to staff any of our events. All servers are dressed in black & white with ties for formal functions and khakis with white polo shirts for more casual events.

The service charge ranges from 20%-30% of the food and beverage cost, depending on the style of service. A buffet using disposable goods would be a lower percentage and would go up to cover more formal styles such as seated affairs or stations menu requiring additional servers to carve, sauté, etc.

### **BAR**

As Hallie Jane's Catering is not licensed to sell alcohol, the customer must provide all alcoholic beverages. Hallie Jane's can then provide everything else needed to outfit the Bar, including the service of the alcoholic beverages.

We have two types of bar set ups: "Beer and Wine" and "Full Bar"

The cost for the bar set up to serve Beer and Wine is \$3.75 per person. The bartender is \$25/hour and we recommend 1 bartender for up to 75 guests. This set up includes:

Coke	Bar Tools for opening Wine & Beer
Diet Coke	Lexans lined with white linen for icing beer and wine
Sprite	Cocktail nuts
Wine Glasses	Ice
Beer Pilsners	Cocktail napkins
Double Old Fashion Glasses	

The cost for a full bar is \$5.00 per person and the bar tender is \$30/hour (we recommend 1 bartender for up to 75 guests). This set up includes:

Coke	Lemons	Wine Glasses
Diet Coke	Limes	Beer Pilsners
Sprite	Tonic	Double Old Fashion Glasses
Ginger ale	Club Soda	Ice
Cocktail Nuts	Orange Juice	Stirrers
Cocktail Napkins	Cranberry Juice	Bar tools for opening Wine & Beer
Lexans lined w/ linens for icing down Beer & Wine		

For an additional charge, Hallie Jane's can upgrade any bar to include:

Champagne Toast Set-up to include Champagne flutes and service  
Martini Set-up – to include glasses, olives, olive juice, onions, and shaker  
Margarita Set-up – to include margarita glasses, salt and mix

### Additional bar NOTES:

- Hallie Jane's setting up 1 Bar for up to of 150 guests. Depending on the venue, a second bar can be added for larger events.

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- Hallie Jane's ask that beer selections be limited to 2-3 choices and wine selections limited to one type of red, white, and blush. This is only a request to help facilitate the proper chilling and timely service at the bar.

## ***FLOWERS, ENTERTAINMENT, PHOTOGRAPHERS, COORDINATORS***

Hallie Jane's is a full service catering company and can assist with any and all details in order to round out the "Party Experience". Our Preferred Vendor list will put you in direct contact with décor and entertainment professionals with whom we have had a successful relationship and who have provided high quality services and are fair and reliable. They along with our Event Coordinators will work together to enhance the theme or ambiance, and to minimize worry or additional details related to your event. Market prices will apply.

## ***RENTALS***

Hallie Jane's Catering can provide any size, shape, color, and material of any rented item available on the market. For this reason, we ask that Hallie Jane's handle the customer's rental needs to provide tables, chairs, staging, etc. All prices include set up and break down of all rented items booked through our company. In the event any rented goods are damaged, whether due to actions of the customer or their guests, the customer will be financially responsible for the replacement.

Rental items not booked through Hallie Jane's will be the customer's responsibility to set up, break down, and return to the appropriate companies. Hallie Jane's will not be held responsible for any equipment independently rented by the customer.

## ***LINENS***

Table linens are for rental only. In the event that any of the linens are damaged, whether due to actions of customer or guests, the customer will be responsible for replacement costs. Prices vary depending on the type of linen.

We request that all adjustments to linen orders be made 14 working days prior to an event.

## ***LEFTOVER POLICY***

If the headcount is accurate, there is no legal obligation to distribute leftovers. If there are fewer guests than the headcount, the customer will receive the amount of food that was brought for the guaranteed headcount.

There are no leftovers for a seated event if the headcount is accurate.

There are Health Department and insurance guidelines regarding food storage and temperatures that prevent us from giving customers most food that has been on a buffet at room temperature during an event. In addition, regulations allow us to package only what can be consumed within a 2 day period.

## ***HEADCOUNT & PRICING***

The final count is due 10 business days in prior to the event. This headcount serves as the guarantee amount for the party. Following the final count, the number may not be lowered, but may be raised.

Prices on menus are based on the initial headcount. All of our menus priced online reflect a minimum of 50 guests (we are happy to cater parties less than 50 guests; however, the pricing will be adjusted to reflect a lower headcount). If the guaranteed headcount drops below 25% of this number, Hallie Jane's reserves the right to adjust the price accordingly.

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It is our custom to prepare 10% extra to allow for unexpected guests and/or hearty eaters. Customer agrees that they will pay additional, at the agreed per guest price, for any guests that increase the guarantee. There are no refunds or discounts if the headcount is not met.

***PAYMENT***

If you choose Hallie Jane's for your event, a non-refundable deposit of 1/3 of the estimated total must be sent to reserve the date. The final balance is due seven days prior to the date of the event.

For last minute events, this deposit schedule may change to include one 50% deposit with the final 50% due on the event day. There is a maintenance fee of 2% for Visa and MC and 3% for AMEX.

Signed: Client \_\_\_\_\_ Date \_\_\_\_\_

Enclosed is a deposit of \$ \_\_\_\_\_, based on the estimated total amount of \_\_\_\_\_ for the said date \_\_\_\_\_.

*Thank you for giving us the opportunity to cater your special occasion.*