

# General Policies

Levy is the exclusive food and beverage provider for the Wisconsin Center District. No food or beverage of any kind will be permitted into the facilities by the client or any of the client's guests or invitees without prior written approval. Excess food items from events that have taken place may not be taken off the premises.

## **Catering Agreement**

- Levy will issue a contract that is required to be signed and returned to your sales manager before your event begins.

## **Menus**

- Menu and Bar selections will be arranged with the Sales Department no later than 14 days prior to the event.
- Our culinary team is happy to customize the perfect menu for your event/budget. It is encouraged that customized menus be developed 30-60 days prior to the event.
- Menu prices are subject to change without notice. Menu pricing may be solidified 90 days prior to the event.

## **Pricing & Additional Charges**

- All food and beverage and labor charges are subject to a 22% service charge. Prices listed on the menu do not include 22% service charge or sales tax unless otherwise noted.
- Current state and local taxes will apply to all food, beverage, labor and equipment rentals. Clients claiming tax exempt status must provide a completed S-211 Wisconsin Tax Form in order for exemption to be accepted.
- Additional charges may be applied to events that require extensive setup and/or breakdown or short turn over times between functions. There will also be additional labor charges for significant time changes made once on-site.
- A Bartender fee of \$100.00 per bar for (4) hours of service will be applied for all events requiring bars. One (1) Bartender per 100 guests is required.
- A Chef Attendant may be required for certain menu items which may include, but are not limited to: carving stations, action stations, etc. A \$100.00 fee for (2) hours of service will be applied for each Chef Attendant required for the event.
- Hand-passing hor d'oeuvres will require a fee of \$100.00 for each Hand-Passer.
- Service staff at a ratio of 1 server per 30 guests for plated meals is scheduled to service rounds of ten. Rounds of less than ten guests or a request for additional staffing is subject to labor fees.

## **Guarantees**

- A guaranteed number of attendees/quantities of food are required no less than (7) business days prior to the event. Guaranteed numbers must be submitted by noon Monday through Friday, excluding holidays.

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- If guarantees are not received, Levy reserves the right to charge for the most recent number of persons/quantities specified on the event order.
- Increases to the guarantees under (5) business days prior to the event are subject to additional fees. Increases greater than 20% will be subject to 20% additional fee based on the menu price.
- Cancellations and reductions of guarantees are subject to full charges within (5) business days prior to the event.

### **Overset Policy**

- Levy will be prepared to provide service staff and have seats available for 5% over-set, up to a maximum of 20 guests for plated meals and buffet meals, with complete table setups only. This overage will be at the client's cost and expense if client pre-sets or utilizes any of this 5% overage. There will be an additional charge for each over-set of 20 guests above 5%.

### **Beverage Services**

- We offer a complete selection of beverages to compliment your function. Please note alcoholic beverages and service are regulated by the State of Wisconsin. As licensee, Levy is responsible for the administration of these regulations:
  - We shall only serve alcoholic beverages to individuals who are at least twenty one (21) years of age and will check identification of anyone that appears to be under thirty (30) years of age.
  - No alcoholic beverages may be brought onto the premise from outside sources. Alcoholic beverages may not be removed from the premises.
  - We reserve the right to refuse alcohol service to intoxicated or underage persons or for any reason as deemed appropriate by Levy management and we shall be permitted to request that any of these guests leave the location.

### **Payment Policies**

- We will not commence service without the receipt of a NON-REFUNDABLE DEPOSIT in the amount of one hundred percent (100%) at least seven (7) full calendar days prior to the event. Should any additions be made during the event, client will be post-event billed for any remaining balances.
- Outstanding event price balances shall be paid within thirty (30) full calendar days of the event provided billing privileges have been previously approved in writing through the General Manager's office.
- If the client cancels their event within one hundred and twenty (120) days of the event, client shall be required to pay a cancellation fee which is based on actual amount of days before the event.

### **Special Dietary Requests & Needs**

- All special dietary requests and needs are the responsibility of the client to collect from the guests or invitees and submit them to your sales manager (5) business days before the event takes place. Levy will make every attempt to accommodate the requests that are received.
- Any special dietary requests and needs that are served at an event without prior knowledge will be charged at full price.

*Levy*