

# Grafton Peek Catering & Food Service Policies & Procedures

## Event Information:

---

**Confirmation Deposit:** A \$500.00 Confirmation Deposit is necessary to secure the event date. The Confirmation Deposit will be applied to the total event balance. Event date and time is secured with payment of the Confirmation Deposit. The Deposit is fully refundable for 30 days after the Booking Date. Deposits will not be refunded after the 30-day grace period.

**Final Appointments** are completed up to four weeks prior to the event date at which time event details, such as final guest count, menu selections, room set-ups, cake cutting and other items will be recorded and balance due paid. All event details will be confirmed with client signature at the final meeting.

**Menus & Services:** We can custom design a menu and service package to meet your taste and budget. Events secured over six (6) months before the event date are subject to possible food & beverage menu price increases & limited availability related to market conditions.

**Audio / Video Presentations:** It is the responsibility of the client to ensure that their A/V presentation works prior to the event. Grafton Peek, Inc. is not responsible for video and other presentations that do not function properly.

**Bar Responsibilities:** Bartending and Management staff reserve the right to discontinue alcohol service to any guest acting in an improper manner, who is visibly inebriated or who does not have adequate identification.

**Security:** Grafton Peek, Inc. reserves the right to require security on staff at any facility in which we are serving alcohol. In the event security is required, Grafton Peek works with a professional security contractor and the client is responsible for their expense.

**Guaranteed Guest Count:** A final guest count will be confirmed at the final appointment. Once all details have been finalized there are no refunds for decreased guest count. After payment, the final guest count may be increased up to (10) ten days prior to the event date.

**Payment:** Payment in full for most functions is to be made four weeks prior to the day of the event. Acceptable forms of tender are: Cash, Cashier's Check, Business Check, Personal Check, Bitcoin and / or Credit Card. **All credit card transactions for final payment will be subject to a 3% service fee.**

**Serving Duration:** Maintaining proper food temperature and serving conditions is of the highest priority. Grafton Peek will provide for two sided buffets and release tables in order to get all guests through the buffet line as quickly as possible. The buffet will remain open for up to 30 minutes after all tables have been released.

**Leftover Food:** Grafton Peek does not provide any take home packaging, plates or wrap for leftovers. The Grafton Peek Kitchen Team will dispose of leftovers immediately following the closure of the buffet service.

In the event that the venue has a refrigerator available to insure for proper leftover storage temperatures, the Client may bring in plastic containers with plastic lids if they would like to retain whatever leftovers may remain after the buffet service has ended. Grafton Peek does not guarantee there will be any leftovers for future consumption.

**IMPORTANT NOTE:** If Client intends to save any leftovers, it is the Clients responsibility to inform Grafton Peek in advance by signing the WAIVER FOR TAKE HOME ITEMS page.

In the event the Client has not made it clear they intend to save remaining leftovers & / or have not provided the proper containers for safe storage at the Venue, the Grafton Peek kitchen team will dispose of any leftovers prior to exiting the facility.

**Referrals:** Grafton Peek, Inc. will be glad to assist you in recommendations for DJ's, professional photographer, cake decorators, wedding officiants, videographers and more. Grafton Peek and its employees are not responsible for helping sub-contractors with loading, unloading, set-up, etc.

**Lost, Stolen, or Broken Items:** Grafton Peek, Inc. is not responsible for lost, stolen, or broken personal items, or items which have been left after an event by the client or their guests.

***Indiana State Law prohibits you or your guests from bringing any alcohol to an event that Grafton Peek is providing bar services. All alcohol at the event must be sold and served by Grafton Peek, Inc. staff to protect our license and assure complete control of alcohol services at the venue.***

---

*Signature / Responsible Party*

---

*Printed Name*

---

*Date*