

FORT BRAGG
MCKELLAR'S LODGE/ROD AND GUN CLUB
CATERING CONTRACT
910-907-5253

1. A guest count within 10% is due 10 days prior to day of function. A final attendance number is required by the customer by 12:00 noon, three working days prior to event. This number will be considered a guarantee, which cannot be reduced, and charges will be made accordingly. POC will be accountable for any additional guests added to the final count on the day of the event. Cancellations for functions involving food and beverages must be made two weeks prior to function. _____
2. All catering events are subject to an 18% service charge on total food & beverage (**18% on bar tabs**) cost. _____
3. Starting at the agreed upon time, buffet will stay out for a maximum of one (1) hour. _____
4. 50% of total payable is due 15 days in advance. The remaining payable is due five(5) days prior to the event, and will be paid in one lump sum collected by the POC. _____
5. Maximum usage for Party Room will be 4 hours. _____ Lunch time hours 11-13:30, \$100.00 for extra hours. M-Fri.
6. Linen can be provided. Tablecloths are \$4.00 each. Napkins are \$.50 each. There will be no charge for linen on head table.
7. We require a minimum of \$750.00 for food. _____
8. **Club and Army policies do not permit alcoholic beverages or food of any kind to be brought in or taken out of the club premises by you or your guests. On Fridays bar is open to public** _____
9. The club, with the exception of specialty cakes and events held in the picnic area, must provide all food and beverages. Client must provide plates, napkins and flatware for specialty cakes. **The club will not be responsible for cutting/serving any specialty cake or dessert.** _____
10. The client agrees to be responsible for and to reimburse the club for any damages done to the club premises by himself/herself, his/her guests, or other persons associated with the function. _____
11. The club cannot assume responsibility for damage to, loss of or stolen merchandise or articles left in the club prior to or following the function. The club will not be responsible for mailing or shipping boxes, equipment, or materials to or from the club. _____
12. Decorations may not be attached to wall surfaces with tacks, nails, screws, staples or anything that can be driven into wood or walls. No decorations are to be hung in any manner from the chandeliers. **No helium balloons or bubbles in the facility.** The client will provide all supplies. _____
13. Please see catering staff about **available floor plans** for the party room. **There will be a labor fee of \$200 for any major room changes from our normal room set-up.** _____
14. **We require a \$200 deposit to secure the facility for your function. This amount will go towards your food. You must cancel within 30 days of your function to receive your deposit back.**
15. **Will your organization conduct fundraising activities during this event? Yes/No**
If yes, please ask for assistance in obtaining MWR approval for your fundraising activity.

I HEREBY AGREE TO THE TERMS OF THIS CONTRACT AND BY SIGNING THIS CONTRACT, SIGNATORY AGREES TO PAY BALANCE OF ALL CHARGES OWED IN FULL UPON RECEIPT OF CHARGES OR STATEMENT.

SIGNATURE OF RESPONSIBLE INDIVIDUAL

DATE

FUNCTION DATE

SIGNATURE OF CATERING REP.

DATE