

The Cellar

Banquet Event Order Sheet General Information

Onsite Room Descriptions:

Deck -

Accommodates parties up to 50 guests, located just off the Bar. Completely enclosed and heated. There are doors that separate the deck from the bar to keep events private. The Bar can also be used as overflow for deck parties.

Masters -

Accommodates parties up to 35 guests, located on the second floor, with a fireplace and a private restroom for guests.

Captain's Quarters -

Accommodates up to 14 guests, with a cozy fireplace.

The Wine Cellar -

Accommodates up to 10 people, located in our wine cellar below the bar. Note - this room is a working wine cellar; staff do come down during the evening to retrieve bottles for their tables.

Room Minimums (before Tax and Gratuity):

Monday - Thursday:

Captains - \$300

Masters - \$600

Deck - \$1,000

Wine Cellar - No Minimum

Friday and Saturday:

Captains - \$400

Masters - \$900

Deck - \$1,500

Wine Cellar - No Minimum

Bar Information:

The Cellar can provide all of your beverage needs from a full bar to just beer and wine. All alcohol is charged on a consumption basis. If your event is held off site The Cellar can provide full bar service; there will be an additional \$35.00 charge for licensing.

Offsite Events:

The Cellar is licensed, insured, and capable of accommodating nearly any sized banquet or event within 250 miles. We are Preferred Caterers at the Colonial Arts Center and The Elks Club, and we have catered at many of the venues in Idaho Falls. We can provide services ranging from complete logistics and formally plated dinners, to drop-off buffets. Be sure to check out our Catering Link and associated menus at www.thecellar.biz to get a good idea of the kinds of services we offer.

Staff Needs:

The Cellar will provide all of the staff necessary to properly service your event. We can provide all equipment needed for your event (rental charges may apply). The Cellar also has a screen, LCD projector and Audio system available for rent. Specialty cakes and pastries are also available minimum of 72 hours notice is required.

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Banquet Event Order Sheet Proposal - Invoice

Event Name:		Event Contact:	
Date of Event:		Contact's E-Mail:	
Location:		Contact's Phone:	
Begins:		Catering Manager:	Scott Hirschberger
Ends:		Email:	scott@thecellar.biz
Guaranteed # of Guests:	0	Chef:	Tyler Smith
Price Per Person:	\$0.00	Email:	tyler@thecellar.biz

Menu:	
Menu information entered here	
Beverages:	
Beverage information entered here	
Other Services:	
Rental and other services information entered here	
Other Event Information:	
Logistical or other information entered here	
Total Price:	\$0.00
Alcohol:	\$0.00
Music/Rentals	\$0.00
Decorations:	\$0.00
Event Sub-Total:	\$0.00
Sales Tax:	\$0.00
Gratuity Percentage:	18%
Gratuity:	\$0.00
Event Total Using Cash or Check:	\$0.00
Payment Method (Type CC or Cash or Check):	Check
Credit Card Fee 3% - if Credit Card is Used:	\$0.00
Event Total	\$0.00
Deposit:	\$0.00
Balance Due:	\$0.00

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Banquet Event Order Sheet Agreement

Guarantees on Number of Guests:

Food and non-alcoholic beverages will be charged based on the final guest count guarantee, provided by the client. Final guest counts are due no later than four days prior to the date of the event, so that the proper amount of menu ingredients can be ordered. If no final guest count is received, billing will be based on the number of guests most recently discussed and input on the attached proposal. We will make every effort to accommodate any last minute increases in the guest count. All alcoholic beverages will be billed on a consumption basis, unless otherwise agreed upon and noted on attached proposal by both guest and catering manager.

Staffing:

Our staff will be dressed in Cellar Staff uniform of black shirt and slacks, or casual business attire, unless otherwise requested by the client. Our proposal includes all the staffing for your event, if extra staff is requested by the client there will be an additional \$15 per hour charge per staff person. We reserve the right to increase or decrease the number of staff based on the final guaranteed guest count. The Cellar is not responsible for normal wear and tear to the catering facility or equipment. The Cellar staff is responsible for set up, service, and break down of the event, and Cellar equipment. This is to include the rinsing, and boxing up of any dishes used by The Cellar, or rented by our client.

Deposit & Cancellation Policy:

A deposit of 50% of the Total Estimated Amount is needed to confirm the booking of this event. The total deposit amount will be applied to final amount due. Deposit refunds on cancellations are handled as follows:

- Notice over 30 days prior to event: full refund of deposit
- Notice 14 to 29 days prior to event: 50% refund of deposit
- Notice less than 14 days prior to event: no refund of deposit

Final Payment:

An Invoice for the balance due will be given to the Client at or immediately after the event. The amount is due upon receipt.

Upon review and acceptance of the proposal and our catering policies, please sign below and return this document with your deposit.

The Cellar - Event Manager

Client

Date

Date

To pay deposit by credit card:

Card Type: (please circle) AMEX, VISA, MC, Discover

Name on Card:

Card Number:

Expiration Date: