

# Grafton Peek Inc. Catering Policies & Procedures

## PROCEDURES

1. Event date and time is secured with payment of the room rental. Deposit is fully refundable up to 30 after booking date. After 30 days, a Cancellation Fee of \$250.00 will be reserved by Grafton Peek, Inc. Events cancelled within 30 days of the event date will forfeit their \$500.00 deposit.
2. Within two weeks prior to the event a planning session is conducted at which time event details, such as estimated counts, menu selections, room set-ups, and order of events will be discussed and recorded. Also, a final estimate of event costs will be presented by a Banquet Coordinator.
3. Any alcohol orders must be made with the Banquet Coordinator at least two weeks before the event.
4. At least 10 days prior to the event, a final planning session is held with the Banquet Coordinator. At this time, a final count is turned in and a final invoice is made showing the total cost that must be paid in full within eight days prior to the event. All event details will be confirmed at this final planning session.

## POLICIES

**Room Rental:** The Grafton Peek Ballroom and Jones Crossing Banquet & Event Center are rented for four hour event periods. Additional time can be rented in advance for an additional fee.

**Exclusive Caterer:** Grafton Peek, Inc. reserves the right to be the sole caterer for all food and beverage at events at the Grafton Peek Ballroom and Jones Crossing Banquet & Event Center.

**Confirmation Deposit:** A \$500.00 Confirmation Deposit is necessary to secure the event date. The Confirmation Deposit will be applied to the final bill.

**Menus & Services:** We can custom design a menu and service package to meet your taste and budget. Events secured over twelve months for the event date are subject to general price changes related to market or other price increases. Room rental rates are guaranteed and fixed as of the confirmation date.

**Linen Fees:** White linen tablecloths and choice of color napkins, includes white skirting is \$1.50 per guest.

**Audio / Video Presentations:** It is the responsibility of the client to insure that their A/V presentation works prior to the event. Jones Crossing only accepts DVD presentations for use on its big screen. Grafton Peek, Inc. is not responsible for video and audio presentations that do not function properly.

**Bar Responsibilities:** The bartending and management staff of Grafton Peek, Inc. reserve the right to discontinue serving alcohol to any guest acting in an improper manner.

**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, the client is responsible for the direct cost. In most cases, security is necessary at sorority formals, college events, and outdoor events with over 250 guests.

**Saturday Minimum Guest Count (April – December):** There will be a minimum guest count of 40 people or \$2,000 total event cost to rent the Grafton Peek Ballroom or Jones Crossing on a Saturday between April and December.

**Guaranteed Guest Count:** A final guest count is to be made 10 days prior to your function.

**Rehearsals & Decorating:** Rehearsals and decorating that take place after 4:00 pm is charged at \$25.00 per hour and includes a service staff member on site.

**Payment:** The final payment for any function is to be made no less than eight days prior to the day of the event by certified check. Acceptable forms of tender are: Cash, Cashiers Check, Business Check & Personal Check (minimum 30 days prior payment for personal check).

**Damage Deposit:** Although there is generally no damage deposit required, we will contact you if damages occur and discuss settlement. By signing below, or on your event statement, you acknowledge that you clearly understand you are financially liable for any damage to the event center (indoor & outdoor) as a result of your function. ***Grafton Peek, Inc. reserves the right to receive a \$500.00 damage deposit from a client for any event.***

**Leftover Food:** We have extended food temperatures and holding conditions to a point that we can not release leftover food to you or your guests. This policy is required by the collective County Health Departments of the State of Indiana.

**Entertainment:** Grafton Peek, Inc. will be glad to assist you in finding entertainment. We have obtained a large resource from which to choose. You may bring in a D.J. or other entertainment that you have contracted or utilize those available through Grafton Peek Catering. Outside vendors must contact us one week prior to the event to discuss set-up and electrical needs to insure that all systems will be functioning. Damage done to any Grafton Peek, Inc facility by outside vendors is the sole monetary responsibility of the client.

**Referrals:** Grafton Peek, Inc. will be glad to assist you in recommendations for elegant florists, limo services, horse & carriages and much more. Grafton Peek, Inc. and its employees are not responsible for helping sub-contractors with loading, unloading, set-up, etc.

**Bird Seed, Glitter & Confetti:** No bird seed, rice, plastic diamonds, glitter, tape or confetti are allowed indoors or outdoors of the Grafton Peek Ballroom or Jones Crossing Banquet & Event Center. **Violations of this policy will incur a minimum \$100.00 cleaning fee.**

**Room Decorations:** Grafton Peek, Inc. will provide table decorations at a reasonable expense. We recommend and encourage our clients to decorate to their hearts content. Decorating should be scheduled with the Event Coordinator. All decorations that are to be kept must be taken at the end of the function. Decorations left at the facility without instructions for pick up will likely be discarded.

**Lost, Stolen, or Broken Items:** Grafton Peek, Inc. is not be 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 the event. 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 event.***

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*Signature of Responsible Party*

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*Date*

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*Printed Name of Responsible Party*