

**S&S Catering**  
815-547-6666  
Belvidere, IL 61008

Date\_\_\_\_\_

Event Date\_\_\_\_\_

Customer Name\_\_\_\_\_

Address\_\_\_\_\_

City, State, Zip\_\_\_\_\_

Phone Office\_\_\_\_\_ Cell\_\_\_\_\_ Home\_\_\_\_\_

Email Address(es)\_\_\_\_\_

Contact Name\_\_\_\_\_

Location of Event\_\_\_\_\_

Set-up Time\_\_\_\_\_

Serving Time\_\_\_\_\_

Length of Event (maximum 6 hours) \_\_\_\_\_

Deposit Required\_\_\_\_\_ (must be paid 2 weeks prior to event)

Cancellation Policy – deposit will NOT be refunded if event is cancelled

Insurance Certificate Required\_\_\_\_\_

Agreement Details

1. Events must comply with rules and regulations of the individual event space.
2. The catering personnel must serve all alcoholic beverages.
3. No alcoholic beverages will be served to ANYONE after 11:00PM at any event.
4. If minors are in attendance, Identification will be checked for anyone who appears to be 40 years old or younger. Alcoholic beverages shall not be consumed by anyone under 21 years of age. All alcoholic beverages must be consumed on the premises.
5. Bartenders have the right to refuse service to any guest for any reason.
6. A minimum of 2 bartenders will be provided for any event; additional bartenders will be provided at 1 per 100 guests for events with guests numbering over 200.
7. The cost for delivery, set-up and removal of all alcoholic beverages is \$75.00. The customer will be charged for the time it takes to load the van, set up for the event and clean up. Most events will be a minimum of 4 hours and a maximum of 6 hours, including the time the bartenders are present working at the event. This fee must be paid 2 weeks prior to the event.
8. There will also be a \$85.00 charge for the cost of the dram shop and liability insurance. This fee must be paid 2 weeks prior to the event.
9. Bartenders are billed at \$25.00 per hour, each.

10. The customer will be charged for any opened cases of beer, wine, soda and water. The customer may keep all open products for which they will be billed.
11. All payments for bartenders and products will be paid in advance of the event. Any refunds will be paid by mailed check within 48 hours of the conclusion of the event.
12. S&S Catering will make every attempt to accommodate bar requests; substitutions may be made.
13. S&S Catering assumes NO RESPONSIBILITY for any damage or loss of merchandise, alcohol, clothing or other valuables prior to, during or after the event.
14. S&S Catering will have NO LIABILITY for any losses, except to the extent that the losses result from the intentional misconduct, gross negligence of S&S Catering or its employees. S&S Catering maintains general and liquor liability for all events.
15. The customer will hold S&S Catering and/or its employees harmless from and against all liabilities, claims and damages that may arise.
16. The customer may obtain their own, one day, event specific liability insurance from their personal insurance provider.
17. The State of Illinois prohibits the customer from providing their own alcohol to be served by S&S Catering bartenders. All alcoholic products must be provided by S&S Catering. No alcohol can be brought in by outside parties.
18. Tables and refrigeration are to be supplied by the customer. If S&S Catering is required to provide either, additional charges will apply based on the size of the event.
  - a. Party Wagons at \$300.00 each / quantity needed to be decided by S&S Catering
  - b. Party Carts at \$100.00 each / quantity needed to be decided by S&S Catering
  - c. Tables at \$20.00 each / quantity needed to be decided by S&S Catering
  - d. Ice / large bags at \$4.50 each / quantity needed to be decided by S&S Catering
19. A 10% gratuity will be added to the final cost of your event.
20. If the customer chooses to cover all alcohol related costs, charges will be based on the pricing options shown below for an Open Bar.
  - a. S&S Catering will keep track of all expenses related to beverage service. 50% of all products related to an Open Bar must be paid 2 weeks prior to the event with the balance to be paid at the conclusion of the event. \*\*
  - b. S&S Catering will keep track of all expenses related to beverage service for a specified time/dollar amount, with a cash bar for the remainder of the event when this limit has been reached. 50% of all products related to the Open Bar must be paid 2 weeks prior to the event with the balance to be paid at the conclusion of the event. \*\*
  - c. Total cash bar option requires that the customer pay for any opened individual beverage bottles or cases.

\*\* Bartenders will track consumption and total all drinks at the end of the event or after the allocated product/dollar amount is consumed, prior to beginning a cash bar if applicable.

### OPEN BAR PRICING

Case / Domestic Beer Cans	\$45.00 each
Cans / Domestic Beer	\$3.00 each
Bottled beer / pricing available on request	
Imported Beer / pricing available on request	
Boxed Wine (40 servings per box)	\$55.00 per box
Wine by the Glass (12 servings per 1.5 liter)	\$4.00 per glass
Wine by the Bottle	\$30.00 and up
Hard Alcohol (50 servings per 1.5 liter)	\$55.00 and up
Mixed Drinks (depending on brand)	\$5.00 and up
Soft Drinks / case of cans	\$25.00
Water / case of bottles	\$25.00

### CASH BAR PRICING

Water / bottle	\$2.00 each
Soft Drinks / can	\$2.00 each
Beer / domestic can	\$3.00 each
Beer / domestic draft	\$4.00 and up
Wine / boxed	\$4.00 per cup
Wine / bottle	\$4.00 and up per cup
Mixed Drinks	\$5.00 and up per cup
Signature Cocktails	\$6.00 and up per cup

All pricing is subject to change due to market conditions and vendor price increases.

Please complete the attached form indicating product and brand specific preferences for your event.

A signed copy of this agreement must be on file at S&S Catering for it to be valid. I fully understand and will abide by the policies stated in this agreement for the provision of alcohol by S&S Catering at the event referenced

at the top of this document. Each item has been reviewed and discussed with me and I have initialed all pages of the agreement.

Authorized Customer Signature \_\_\_\_\_

Date \_\_\_\_\_

S&S Catering Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

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Office Use Only

Delivery Deposit: Amount \_\_\_\_\_ Paid \_\_\_\_\_ Date \_\_\_\_\_

Liability Insurance: Amount \_\_\_\_\_ Paid \_\_\_\_\_ Date \_\_\_\_\_

Bartender #1 Paid \_\_\_\_\_ Bartender #2 Paid \_\_\_\_\_

Bartender #3 Paid \_\_\_\_\_ Bartender #4 Paid \_\_\_\_\_