



General Catering Information - Terms and Conditions (Subject to Revision without Notice)

The following information will assist you in maximizing the Café Milano Catering Services to best accommodate your needs for a successful and memorable catering experience.

DEPOSITS, DIRECT BILLING, PAYMENTS

An estimated twenty-five (25%) percent initial deposit in the amount of total catering, equipment and audio-visual equipment rental charges is required. A deposit of \$ _____ is due. The deposit does not include tax and gratuity.

PRICING

Published Catering Menu pricing is subject to change. Pricing published on Catering Event Contracts and returned signed to the Catering Services office are valid through the function date.

FUNCTION SPACE

Café Milano assigns appropriate function space to accommodate each function based on set-up and attendance. It will be the sole right and discretion of Café Milano to reassign space if the original space designated is unavailable or inappropriate to the function set-up, attendance, or other unforeseen reasons to accommodate the best interests of all organizations within the Restaurant. However, we cannot guarantee ideal space will be available to accommodate increases in attendance or space intensive set-ups not communicated at the contract origination. If we need to change function space for any reason, the contract will be revised to note this change and will be signed and dated by both parties.

FOOD AND BEVERAGE

Due to health, safety and liquor laws of each state and the District of Columbia, all food and beverage must be supplied by Café Milano. No food or beverage may be removed from the event area at any time prior to, during, or after the event.

GUARANTEES

If the estimated number of attendees and subsequent guarantee decreases by ten (10%) percent or more of the original stated estimated number of attendees within fifteen (15) days of any event, the Restaurant reserves the right to charge room rental, charge service charges and/or relocate group to a smaller room at Restaurant's discretion. A final guarantee of guest attendance is due with a signed and dated fax two (2) full business days prior to the contracted start date of the event. This number is not subject to reduction. If this guarantee is not received in writing two (2) business days prior to the event, the number of guests indicated on the Banquet Event Contract will default as the attendance guarantee.

ALCOHOLIC BEVERAGES

When alcoholic beverages are served, we require that beverages be dispensed only by our servers and bartenders. The alcoholic beverage license requires Proof of Age, you may be requested to show no more than one (1) current valid picture identification, however, more than one (1) identification may be requested if no valid picture identification is presented. Your identification must be issued by an agency of government, a foreign government, or any university located in the District of Columbia. 2) refuse alcoholic beverage service to any person who, in the server or bartender's judgment, appears to be intoxicated. No beverages of any kind may be brought into the Restaurant by the patron, any of the patron's guests or invitees from the outside without special written permission from the Catering Department.

Café Milano is proud of our wine list that we have spent many hours perfecting to compliment our menus. We hesitate in allowing other wines to be brought in and we will do our best to honor any special requests you have regarding the wine list. With this said, if we are unable to provide a specific wine that you would like for your event, Café Milano has a \$25.00 corkage fee per bottle based on the standard bottle size of 750ml.

We recommend making your wine selections two weeks in advance when you plan your menu with the catering department. This will help to ensure availability for your entire group. Hourly bar pricing is available and is determined by the set brands chosen. For any function using the portable/bar and a bartender, a \$150.00 service fee is applied.

TAX AND SERVICE CHARGE

Food and beverage prices are subject to sales tax and service charge, current D.C. sales tax is ten (10%) percent and the service charge is twenty (20%) percent. Tax-exempt organizations must furnish tax-exempt paperwork fifteen (15) days prior to the event or applicable taxes will be charged to the client.

CANCELLATIONS

In the unforeseen event that it becomes necessary to cancel a catered function, you or your organization agrees to pay the following cancellations charges:

- ◆ Should cancellation of this event occur within fifteen (15) days prior to its scheduled date, I understand that I will forfeit the deposit made to confirm the reservation.
- ◆ Should cancellation occur within two (2) business days (Monday-Friday) prior to its scheduled date, I understand that the credit card on file will be billed for the entire, estimated revenue of the function based on the guaranteed number of guests.

PAYMENT

The function sponsor agrees that by signing the check for food, beverage, and/or other services, he/she acknowledges that there is no dispute over such services and the sponsor is solely responsible for payment of the total amount due. Payment is due at the conclusion of your event. Direct billing is not an option. We accept credit cards, company checks and cash.

LOSS, DAMAGE & LIABILITY

You and/or your organization agrees to be responsible for any damage done to equipment or function room during the time the function room is under their control, including damage or excessive clean-up made necessary by florists, decorators, or outside agencies during set up or teardown.

Café Milano will not be responsible for the loss or damage of articles left in the function room, before during, or after the function.

Café Milano will not be responsible for any loss, damage or injury that may occur to the function sponsor, its guests or attendees of the function, or to the property from any cause whatsoever, prior to, during and at the closing of the catered function.

Café Milano shall be excused from, and shall not be liable for failure to perform this contract due to acts of God, labor issues, fire, flood, explosion, earthquake, or any other causes beyond the Restaurant's control, or interfering with performance, whether enumerated herein or not.

Signed & Accepted by: _____
Name / Organization

Authorized Representative Date
Title:

Restaurant Acceptance: _____
Name
Title: Catering Manager

Authorized Signature Date