



Sterling Catering & Events
100-4th Ave S St. Cloud MN 56301
PHONE: (320) 258-8406 FAX: (320) 202-0505
EMAIL: michelleb@greenmill.com
WEB: sterlingcateringandevents.com.com

Catering Contract

Tre Lag Stevne

Status: **Tentative**

Wed, 08/06/14 - Sat, 08/09/14

BEO #: MMB-bk0092200007

Account: Tre Lag Stevne	Billing: Dick Lundgren	
Planning: Dick Lundgren	Phone: 952-288-5141	Fax:
Phone: 952-288-5141	Email: rflundgr@aol.com	
Email: rflundgr@aol.com	Address:	
Address:		
Onsite: Dick Lundgren	Pay Method: Direct Bill	# :
Sales Agent: Michelle Borresch	Deposit/Contract Due	Expr:
Cater Contact: Michelle Borresch	Deposit Rec'd:	Exempt:

Sterling Catering is proud to be working with you ... Thank you so much for the opportunity. Please let us know if there is anything at all we can do to help plan a successful event!

Catering Contract

Tre Lag Stevne

Status: **Tentative**

Wed, 08/06/14 - Sat, 08/09/14

BEO #: MMB-bk0092200007

Wednesday, August 6, 2014

Function Times	Function	Room	Exp / Gtd / Set	Rm Fees:
2:00 PM - 11:00 AM	Setup		0 0 0	\$2,200.00

Setup Style:

Setup Notes: Space on hold includes:

Wednesday, August 6th, 2014
 ** Beginning at 8:00 am.

Grand Ballroom (which includes):
 ** State Room
 ** Sunwood
 ** Congress / Senate

Board Room

Thursday, August 7th, 2014
 ** Throughout entire day.

Grand Ballroom (which includes):
 ** State Room
 ** Sunwood
 ** Congress / Senate

University A

Board Room

Friday, August 8th, 2014
 ** Throughout entire day.

Grand Ballroom (which includes):
 ** State Room
 ** Sunwood
 ** Congress / Senate

University A
 University B

Board Room

Saturday, August 9th, 2014
 ** Until 12:00 am.

Carpeted Area Poolside

University A

Delivery Time	Qty	Item / Elaboration	Unit Price	Ext Price
---------------	-----	--------------------	------------	-----------

Billing Note: Room rental (\$2200) will be waived with \$4000 purchased in food and beverage. Floating scale.

GUARANTEES- Final meal count guarantees are due 96 hours (4 working days) prior to all functions. If the Catering Office has not been notified within the time frame specified, the number of guests expected on the Banquet Event Order will become the guarantee number and the client will be charged accordingly. A price

Catering Contract

Tre Lag Stevne

Status: **Tentative**

Wed, 08/06/14 - Sat, 08/09/14

BEO #: MMB-bk009220007

can be confirmed to you 30 days prior to your event.

TAXES AND SERVICE CHARGES- All food and beverage prices are subject to an 18% service charge. This service charge is not the property of any specific employee. Applicable taxes will be charged on taxable items. Sales of meals and lodging to non-profit organizations and government units and their employees or representatives are taxable. Please inquire if you have questions.

PAYMENT- New accounts must establish direct billing privileges with our Accounting Office two weeks prior to the function date. Should direct billing arrangements be made in advance, payment will be required within 10 days after your event. Accounts remaining unpaid beyond thirty days are subject to a service charge. Sterling Catering & Events does not bill any social function (i.e. weddings, political functions, reunions, trade shows etc...) payment must be made in advance.

RENTAL CHARGES - This amount will vary according to the group size or program; and unless waived, such charges will be determined at the time of the contract between Sterling Catering & Events and group.

FUNCTION ROOMS - To confirm function space on a definite basis, a group must provide Sterling with a signed contract prior to the event. Sterling Catering & Events reserves the right to release function space which has not been confirmed in writing. Sterling Catering & Events also reserves the right to substitute alternative space if it deems necessary or if the number of guests deviates from the number originally indicated. We request that you provide a credit card number for any remaining charges or credits.

FOOD AND BEVERAGE SERVICES – Sterling Catering & Events offers a diverse menu, easily tailored to fit your function needs. Due to City, State, Health and Minnesota Liquor Laws, all food and beverage items must be purchased through Sterling. Sterling Catering & Events (Green Mill) as a licensee is responsible for administration of these regulations.

AUDIO-VISUAL EQUIPMENT - We will be happy to assist you with your audio - visual requirements. Along with our standard supply of equipment, the convention services staff can secure extensive audio-visual equipment from a local rental company. Rental charges will be based on the cost of securing the required equipment from the local vendor.

LIABILITY – Sterling Catering & Events reserves the right to inspect and regulate all private meetings, banquets, and receptions in accordance with Sterling's policy and established laws. Loss or damage to a group's displays, decorations or other property brought into Sterling's premises will be the sole responsibility of the group. Sterling Catering & Events will assume no liability. The group is responsible for the conduct of all persons in attendance and for any damages incurred upon the hotel or its guests by individuals associated with or representing the groups organization. If for reasons beyond our control, to include but not limited to - labor strikes, accidents, government restrictions or regulations on travel, acts of war or acts of God – Sterling Catering & Events is unable to perform it's obligations, such non-performance is excused with no other liability upon return of any deposit. In no event shall the Green Mill/Sterling Catering & Events be liable for consequential damages for any reason what-so-ever. Sterling may require security for a group whose size, program or nature indicates such need. The acquisition of security personnel is at the discretion of the group, but must be reputable, licensed guard or security agency approved by the Sterling's management. This service, however, can also be coordinated by a Sterling representative if requested by the group.

CANCELLATION POLICY- The cancellation policy will be on each individual contract sent out. 120 days or more, no penalty, 90-119 days out 50% of meeting space contract, 30-89 days out 75% of meeting space contract, 29 days or less 100% of meeting space contract amount.

NOTE – Sterling Catering & Events catering policy states absolutely no banquet food may leave the premises after a catered function. Any request for leftover catering items prepared by Sterling will be denied. Potential liability lawsuits for food borne illness precludes us from allowing anyone to remove leftover or excess catered food from the property.

MINNESOTA INDOOR CLEAN AIR ACT - In accordance with the MN Clean Indoor Air Act, lit tobacco products are not allowed in any part of our building. We ask that the meeting planner and/or on-site person convey the policy to attendees.

Signature _____ Date _____ Sales Manager _____ Date _____

Initials _____