



1202 East 38<sup>th</sup> Street  
Indianapolis, IN 46205  
317-926-4936  
[www.TheFoodGuys.net](http://www.TheFoodGuys.net)

## Fairgrounds Catering Information

### **Rental Fees**

Building and venue rental fees vary on the Fairgrounds. Individual charges are based upon move-in and move-out days, daily rate, and the day of the week, as well as food and beverage service. Your venue rental fee will be worked out with your catering advisor or the fair office. Building Rental will be listed as a line item on your final invoicing.

### **Gate or Parking Fees**

Gate or parking fees are possible on any given day that the fair ground gates are open. Parking and Gate fees may be contracted into your event pricing as a separate line item with Barto's. All contracted parking and gate fee events can receive prepaid parking tickets for your guests in advance to present at the gates. Your parking tickets will include your event building and event name.

### **Directional Signage**

Directional signage to your event location is included in your pricing. Barto's will order and arrange the placement of these signs with the Fairgrounds for you. Any additional signage needs must be handled by you or contracted thru Barto's with the Indiana State Fairgrounds Sign Shop prior to your event date. Additional Fees will be line itemed on your final invoicing.

### **Tables, Chairs, & Linens**

Table and chairs are included in The Old National Bank Grand Hall, Normandy Barn, and Farm Bureau Banquet Hall, while all other buildings will require them to be rented. Rentals can be handled through Barto's with the Indiana State Fairgrounds or thru off ground rental companies. These arrangements must be made prior to the event date with the appropriate parties. Tables required by Barto's for buffet and beverage services do need to be included in your table rentals. We do not provide our own tables. Barto's does not provide table linens for all meal tables. Service table linens for any buffets and beverage service tables are that are supplied. Additional linens must be arranged ahead of time, and are an additional \$5.00 each charge.

### **China vs Disposable**

All meals are served on high quality plastic ware with high quality plastic utensils. China service is available any where on the grounds at an additional \$5.00 per person rental charge. All drink stations and bars are served in high quality paper or plastic cups. Glassware must be arranged ahead of time, and may be subject to additional charges. Environmentally friendly paper options are available as an upgrade at \$2.00 per person.



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### **Minimums**

All catering must exceed a final billing total of \$750.00. Events failing to meet said requirements will be billed the balance necessary to reach the stated minimum. Minimums apply to all server staffed contracted events. Minimums do not apply to drop off, or picked up, contracted events.

### **Guaranteed Attendance**

For groups up to 150: Final count for an event, which becomes your guaranteed number when calculating the bill, must be received 3 full working days prior to the event. If attendance is more than the guaranteed number, we will make every effort to accommodate your group. However, we cannot guarantee availability of additional items as specified in the original order and will substitute accordingly. Pricing will be adjusted accordingly.

For groups above 150: Final count for an event, which becomes your guaranteed number when calculating the bill, must be received 5 full working days prior to the event. If attendance is more than the guaranteed number, we will make every effort to accommodate your group. However, we cannot guarantee availability of additional items as specified in the original order and will substitute accordingly. Pricing will be adjusted accordingly.

### **Cancellation Fees**

Cancellations by the Fairgrounds or Barto's, due to circumstances beyond our control, shall void any agreements and require the repayment of any monies collected for the cancelled event.

For groups up to 150: Any cancellation received less than 3 working days prior to the event date will result in a charge of 65% of the bill. Cancellation on the day of the event will result in a charge of 100% of the total bill.

For groups above 150: Any cancellations received less than 5 working days prior to the event will result in a charge of 65% of the total bill. Cancellations received less than 3 working days prior to the event will result in a charge of 85% of the total bill. Cancellations on the day of the event will result in a charge of 100% of the total bill.

### **Late Arrivals & Extended Meals**

Meals are served promptly as scheduled, to allow for optimum food quality. We allow 2 hours of service for all meals. In the event of late arrivals or extended meal times, product quality can not be guaranteed beyond those windows. In the event of large extensions or excessive late arrivals, product will be removed at the end of proper sanitation windows. **Food Safety Is Priority.**

### **Deposit**

A 50% deposit required two weeks prior to your event. The final charges will be billed out and presented at the completion of the event. Deposits will be subtracted as a line item in your final invoice.



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### **Payment**

Payment may be made in cash, credit card, or checks payable to "BartCo Inc." All applicable state sales tax and 18% gratuity will be added to the final bill. **State sales tax and gratuity is not in the quoted price. Pricing will not be done inclusive, and is always priced per person.** If you are tax exempt you must supply a copy of your tax exemption status with your contract to receive the exemption. Final Payment is due in full within 14 days of the completion of your event to avoid late fees. You are responsible for any collection fees required to collect final payment if necessary. Any payment made by company credit cards will be charged an additional 4% service fee.

### **Decorations**

Decorations are the responsibility of the client. They must be placed and removed during the time of the contracted event, or provided ahead of time to Barto's for placement during setup by our staff. Decorations may in no way be attached to walls, and must be free standing. Freestanding candles are not permitted, only votive or floating candles may be used. Confetti must be approved prior to the event by the catering advisor. Fairgrounds policy does not allow for helium balloons in side its venues. Decorations left behind will be considered trash, and will not be saved.

### **Unused Food & Beverages**

Any leftover food or beverage remains the property of the catering department. They may not be removed from the grounds by the client at any time due to health and insurance reasons. Your count or actual attendance does not change this rule in any way. **Food Safety Is Priority.**

### **Food & Beverages**

All food and beverages will be prepared and supplied by our catering department. Any special arrangements or needs must be cleared by our Catering Advisor prior to the event. Please consult with the Catering Advisor for all special needs.

### **Alcohol**

Barto's is the only permitted alcohol provider for the facility and grounds. Absolutely no alcohol may be brought on the grounds. We reserve the right to card and/or refuse service at any time. Our policy is "No ID, No Service, No Exceptions." We also reserve the right to close bar service at our discretion if laws or circumstances deem.

**All State Laws Are Strictly Enforced.  
No Outside Alcohol Is Permitted.  
All Alcohol Must Be Purchased Thru Barto's.**



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### **Controlling Event Attendance**

Controlling how many people enter your event, and dine on your contracted services, is your responsibility. If your event attendance goes over your guaranteed count, and our allotted 10%, you are responsible for the extra numbers over and above your guarantee including the 10%. **No Exceptions.**

### **Safety & Security**

Safety is a major concern for all parties involved. It is the job of the client to adhere to all laws, fire regulations, and safety rules. Any violations or misuse of the property can result in the immediate termination of the event and all monies. It is the client's responsibility to provide all security, both indoor and outdoor. If it is deemed necessary that security is needed and provided by Barto's or the Fairgrounds at any time, the client will be held responsible for any accrued costs. Security may be ordered thru Barto's and the Indiana State Fair for your convenience.

### **Chaperones**

A chaperone, over the age of 21, is required for every 10 individuals under the age of 21. All college functions must include 4 chaperones, made up of either faculty or parents, over the age of 21. **No Exceptions.**

### **Audio & Visual**

Needs must be scheduled ahead of your event. Any necessary charges and rentals will be handled at the facility by the catering advisor. All rentals and fees will be line itemed on your final bill. Wireless Internet service is available at all our fairgrounds locations by contacting ERMCO Telecommunications at 317-517-0813.

### **Photo & Video Waiver**

Barto's has the irrevocable and unrestricted right to use and publish photographs or video of the venue, grounds, food, and or service during, before, or after its contracted event for editorial, advertising, and any other purpose in any manner and medium; to alter the same without restriction; and to copyright the same.

### **Catering Reservation**

Please review your catering reservation and arrangements. Contact the Catering Advisor at (317) 341-4188 to make changes or corrections. Please return a signed copy of the Catering Contract and your Final Proposal to the Catering Advisor via fax at (888) 371-1976, via email at [chef@thefoodguys.net](mailto:chef@thefoodguys.net), or by mail. Signed contracts must be on file prior to the event.



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## Catering Contract

Catering reservations are valid for up to one calendar year. A signed copy of this contract must be on file in our offices in order for the contract to be valid. This contract should come with the approved event proposal and a copy of our catering guidelines. This contract must be filled out completely.

Name of Event: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_

Move-In Date: \_\_\_\_\_

Move-Out Date: \_\_\_\_\_

Reserved Time: \_\_\_\_\_

Serve Time: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

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

Contact Address 1: \_\_\_\_\_

Contact Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Day of Event Phone: \_\_\_\_\_

\_\_\_\_\_  
Customer's Signature (\_\_\_\_\_) Date

\_\_\_\_\_  
Catering Advisor (\_\_\_\_\_) Date