



CATERING & CONCESSIONS

1202 East 38th Street
Indianapolis, IN 46205
317-926-4936
www.TheFoodGuys.net

Off Site Catering Information

Tables, Chairs, & Linens

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 only provides table linens for buffets and beverage service tables. Additional linens must be arranged ahead of time, and will be subject to 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 at an additional \$7.00 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.

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.

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.**

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.



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Cancellation Fees

Cancellations by 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 is 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.

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 may be provided ahead of time to Barto's for placement during setup by our staff.



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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.**

Alcohol

Depending on the limitations of the set alcohol policy of the individual site, Barto's may or may not be permitted to provide the alcohol. When Barto's provides the alcohol, 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 If Barto's Is The Liquor Provider.

**All Alcohol Must Be Purchased Thru Barto's,
or Thru The Site's Alcohol Management Representative.**

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. It is the client's responsibility to provide all security, both indoor and outdoor.

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.

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, 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.

*** A Map or Detailed Driving Directions Are Required ***

Name of Event: _____

Location of Event: _____

Date of Event: _____

Start 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