



BONFYRE™

— AMERICAN GRILLE —

Catering Contract and Policies

Thank you for considering **BONFYRE AMERICAN GRILLE** for your off-site catering event. It is our goal to provide you and your guests a fresh, flavorful approach to dining. Our Event Coordinator will be happy to discuss how Bonfyre can provide a stress-free, customizable catering experience.

- **Contract:** All off-site catering events require a completed signed contract.
- **Venue Information:** For full-service catering events, a venue tour is required at least one week prior to the event date with our Event Coordinator. If a venue tour cannot be arranged, a detailed floorplan of the venue must be provided. A venue tour is not required for drop-off deliveries.
- **Menu Selections:**
 - Menu selections must be finalized at least two weeks prior to the event date. Our Event Coordinator will work closely with you to create a custom menu to best suit your needs and budget.
 - A final guest count is required no later than 72 hours prior to the scheduled event.
- **Cancellations:** Any cancellation of an event with a signed contract will result in a minimum charge of \$100. Any event cancelled within one week of being scheduled will result in a charge of the full contract price.
- **Weather Related Cancellations:** In the event the State of Wisconsin issues a “travel not advised” warning, an event can be postponed at no charge. This event must be rescheduled within 90 days (subject to availability) or will be subject to a cancellation fee of \$250.
- **Tax & Gratuity:** A 17% gratuity, 3% service charge, and 5.5% Wisconsin Sales Tax will be added to all off-site caterings.
- **Delivery Charge:** A delivery charge will be added to the final bill. The fee will be determined based on venue location.
- **Other Charges:** Additional charges may be added to the final bill if any of the following services are used: Cake Cutting, Bartenders, and Equipment Rentals. Please inquire for price estimates.
- **Pricing:** Prices for any contracted special event are subject to change without notice. Food and beverage increase will not exceed 10%.
- **Final Payment:** Final payment is to be made upon completion of your scheduled event/catering. Final payment will **NOT** be divided into separate checks. Payments by cash or credit card is required. We do **NOT** accept checks for final payment. If paying with a credit card for the final payment, the credit card on file will be charged at the end of the event.
- **Time Limits:** If an event runs past the estimated event end time listed below, a charge of \$25/hour per staff member assigned to the event will be added to the final bill.
- **Parking:** The off-site venue must have a parking space available for Bonfyre’s catering vehicle. Any parking fees will be added to the final bill.



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Payment Information for Final Bill (*Required to Hold a Reservation*):

CC#: _____ EXP DATE: _____

SIGNATURE: _____ CVV: _____
(CC Holder or Authorized User)

Event Information:

Event Contact (Please Print): _____

Contact Phone Number: _____

Contact E-Mail: _____

Event Name/Type of Event: _____

Event Location: _____

Estimated Bonfyre Arrival Time (Please Leave Blank) _____

Guest Arrival/Event Start Time _____ Estimated End Time _____

Date of Event _____ Estimated Group Size _____

I, the undersigned, have read, understand, and agree to adhere to the terms of Bonfyre American Grille's Catering Contract.

Event Representative _____ Date _____

Bonfyre Representative Bridget Harms