

# *ABO Event Catering*

989-754-8368

*www.abotents.com*



*A Great Taste With  
The Right Touch!*

# Welcome



*Dear Prospective Client:*

*Welcome to ABO Event Catering. We enhance each event with more than just great food: providing on site grilling and preparation with extensive hands on experience, an extraordinary management team, chef and committed catering staff dedicated to exceeding your expectations.*

*ABO Event Catering raises the bar for culinary excellence for any event. We place an emphasis on freshness, by preparing your items onsite, quality, and customer service making sure you will have the best and finest service around.*

*Thank You for allowing us to assist with your event planning needs. We look forward to serving you!*

*Kyle Hanley  
Catering Director  
ABO Event Catering  
989-754-8368  
[kyle@abotents.com](mailto:kyle@abotents.com)*





# Policies

## Guarantees

The Guaranteed number of attendees is required 10 days prior to the date of your event. If the guarantee is not received as stated, the number specified on the contract (Estimate Number) will be your guarantee. The guarantee is not subject to reduction after the 10 day deadline. Increases in attendance given after the final guarantee deadline may be subject to additional charges. The Food & Beverage Department will make every effort to service additional guests based upon availability of product and labor; however, the Food & Beverage Department will not be responsible or liable for servicing these additional guests.

## Beverage Service

We offer a complete selection of beverages to complement your function. As a mobile operation we cannot provide alcoholic beverages. If we provide a bartender service we reserve the right to ask patrons for proper identification for alcoholic beverage services and we reserve the right to refuse alcohol service to intoxicated or underage persons. Client is responsible for general sobriety and conduct of its guests.

## Menus


The following menus are designed as guidelines to assist you in the selection of your food and beverage services. Please note that your Food & Beverage Director welcomes the opportunity to customize menus and services to create specialty or thematic events.

## Pricing

Prices are firm for catering events held within one year of the date of contract, unless list price/ market price of items increases by **greater than 15%** and any State and Government tax increases. All prices are subject to 6% state sales tax (unless you provide proof that you represent a tax exempt organization) plus a 15% service fee.

## Deposit Requirements

25% deposit is required to book a date. This guarantees the date and menu prices at the time of booking. The balance of the invoice is due payable in full 7 days before the event, unless a signed special agreement has been made. Form of Payments accepted: Cash, Check, Visa, Master Card, Discover, and American Express. Additional charges will be incurred when an event time exceeds the scheduled time, additional meal service personnel, or any other goods or services.



# Policies

## Signature on Contract is required

Client can perform any alterations/revisions to said contract up and until 10 days prior to event. Final head count for all events is **due and must be conveyed to our office 10 days prior to function.** This number is considered your minimum guarantee attendance and cannot be lowered after that date. We will accept any increase in guarantee number until 5 days prior to event.

## Cancellations

Cancellations with six or more months notice 100% refund  
Cancellations with three to six months notice 50% refunded  
Cancellations less than three months notice No Refunds

## Food Service

At the time of the event an actual count will be made of those attending and payment in full will then be made for any additional persons attending beyond guaranteed attendance. Dietary substitutions can be made available at time of booking. Persons receiving substitute meals must be identified by a special ticket. Any overage on the guarantee guest total may result in a different food item being served. At the discretion of ABO Event Catering Staff, leftover cooked food may remain with client whereas on site refrigeration is accessible to our staff. After which Client assumes all liability resulting in failure to properly maintain safe food temps and storage of food.

## Miscellaneous

ABO Event Catering shall not be held responsible for any losses resulting from nonfulfillment of any terms or provisions of this agreement if ABO Event Catering shall be delayed or prevented from performing in whole or in part because of war, riot, strike, flood or by any other act or occurrence not within the control of ABO Event Catering.

1/16

