

# Eurest Catering Policies, Procedures and Fees

## Event Details

All food and beverage for meeting and events in the Lighthouse must be purchased through Eurest. Catering orders are to be submitted 3 business days in advance. Any order received later than that is subject to product availability and a \$25 fee. Groups may not bring food and beverages into any function spaces. Due to Health Department regulations extra food may not be released to any group or attendees.

## Guaranteed Counts

Order quantities are required by Noon no later than 72 hours prior to each meal function. Guarantees for Monday, Tuesday and Wednesday events must be received by noon the preceding Friday. If a guarantee is not submitted, the preliminary number indicated on the order will be considered the correct and guaranteed amount.

## Specialized Menus

We welcome the opportunity to create any special menus in addition to our online menu. We will design a menu to enhance the theme of your party and to suit your personal tastes. We will make every effort to accommodate special dietary needs and special requests.

## Cancellations

Any cancellation made within 72 hours of an event is subject to 50% charge. Cancellations within 24 hours will be charged in full.

## Sales tax and Service Charge

5.5% WI Sales tax is added to all totals. Groups requesting a tax exemption must submit a State of Wisconsin tax exemption form with the tax exempt number prior to the scheduled function.

Service staff are available to our customers and are billed at a rate of \$25 per staff person per hour. All serviced events are subject to a taxable 20% service charge. This is not a gratuity.

## Beverage Service

Complete beverage services are available through Eurest. Under Wisconsin State Law, Eurest is the only authorized licensee able to provide and serve beer and wine on the premises. No beverages of any kind may be brought into the event spaces by patrons or guests.

## After Hours Events

Catering operates between 7:30 am – 4:30pm Monday – Friday to coincide with CMFG business hours. Any catering orders outside of these hours are subject to a \$100 surcharge and a \$500 food and beverage minimum. After hours event must be booked at least two weeks in advance with menu selections confirmed no less than one week prior.

## Linen Rental

Black linens are available for rent at the following rate:

Table Linen	\$15.00
Linen Napkin	\$0.75