

# Monteverde's Catering

## NOW OFFERS



*Our Bar Manager has been in the industry for over 20 years. Her expertise will help guide you through planning your special event!*

### **How We Work:**

*Our bar staff will arrive 1-2 hours prior to your scheduled event to set up for success! They will provide a fun and up beat atmosphere but on a professional level. All of our bartenders are licensed (RAMP/certified) and insured. All necessary bar tools will also be provided. At the end of your event all left over alcohol (you purchased) will be packed up for you and bar area will be cleaned.*

### **Basic Bar Service: \$25/hr per Bartender**

- Free Consultation to help you estimate how much alcohol to purchase based on your # of guests
  - Recommendations on types of liquor & wine to purchase
    - Certified professional bartenders
  - 75 guests and under 1 bartender - over 75 guests 2 bartenders
  - Bar tools: Shakers, Bar Mats, Strainers, Pour Spouts, Ice Scoops
- Gratuity is not included in the hourly rate. You as our client may allow the bartender to utilize a tip jar or cash gratuity maybe given directly to your bartenders

### **Beverage Package Includes: \$2.85/pp, plus 7% Sales Tax**

- Ice coolers, disposable cups, beverage napkins, straws
  - Coke, Diet Coke, Ginger Ale, Sprite
  - Cranberry Juice, Orange Juice
  - Soda Water, Tonic Water
  - Garnishes: Lemons, Limes



**All you need to bring is the alcohol!**

**Debby Monteverde or Kelly Monteverde Goldie**  
**Bar Manager, Deborah Monteverde Dolecki**  
**300 Camp Horne Road, Pittsburgh, PA 15202**  
**412.761.7707**

[monteverdecatering@live.com](mailto:monteverdecatering@live.com)



\*packages may vary according to venue

## **EVENT CONTRACT 2017**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_ **TYPE:** \_\_\_\_\_

**EST. #** \_\_\_\_\_ **FINAL COUNT:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **DEPOSIT:** \_\_\_\_\_

**HALL:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

1. A **50% NON-REFUNDABLE** DEPOSIT IS REQUIRED TO RESERVE DATE.
2. FINAL HEAD COUNT IS REQUIRED 14 DAYS BEFORE EVENT.
3. FINAL PAYMENT IS DUE 7 DAYS BEFORE EVENT.
4. YOU WILL BE CHARGED FOR THE GUARANTEED OR ACTUAL NUMBER OF GUESTS WHICHEVER IS GREATER. THERE WILL BE NO ADJUSTMENTS IN PRICE FOR THOSE EVENTS THAT DO NOT MEET THEIR GUARANTEED NUMBER.
5. PAYMENTS BY CHECK, CASH, MONEY ORDER. IF YOU CHOOSE TO USE A CREDIT CARD WE ACCEPT MASTER CARD, VISA, DISCOVER OR AMERICAN EXPRESS. CREDIT CARD PAYMENTS WILL BE SUBJECT TO A **SURCHARGE OF 2.75%** PER THE AMOUNT OF TRANSACTION APPLIED TO THE PRIMARY AMOUNT AT THE TIME OF TRANSACTION.
6. NSF CHECK RETURN POLICY: INDIVIDUALS WHO SUBMIT AN NSF CHECK WILL BE CONTACTED AND REQUESTED TO MAKE PROMPT PAYMENT IN CASH, ALONG WITH ALL FUTURE PAYMENTS TO BE MADE IN CASH OR MONEY ORDER. IN ADDITION TO THE PAYMENT, **\$35 SERVICE CHARGE** WILL BE DUE AND COLLECTED AT TIME OF PAYMENT
7. BOTH PARTIES AGREE NOT TO POST ANY NEGATIVE INFORMATION ABOUT THE OTHER ARISING OUT OF THIS CONTRACT OR EVENT ON ANY ONLINE FORUM OR WEBSITE WITHOUT PROVIDING ADVANCE WRITTEN NOTICE OF THE INTENDED CONTENT THEREOF, AND PROVIDING THE OTHER PARTY WITH AN OPPORTUNITY TO RESOLVE ANY ISSUES BETWEEN THE PARTIES AMICABLY.

8. IF THE CLIENT NEEDS TO CANCEL THE EVENT, CLIENT MUST PROVIDE WRITTEN NOTICE TO CATERER ALONG WITH ANY REQUIRED CANCELLATION FEE DESCRIBED IN THIS CATERING CONTRACT, TO EFFECT CANCELLATION. CLIENT UNDERSTANDS THAT UPON ENTERING INTO THIS CONTRACT, CATERER IS COMMITTING TIME AND RESOURCES INTO THIS EVENT AND THUS CANCELLATION WOULD RESULT IN LOST INCOME AND LOST BUSINESS OPPORTUNITIES IN AN AMOUNT HARD TO PRECISELY CALCULATE. THEREFORE, THE FOLLOWING CANCELLATION LIMITATIONS WILL APPLY. IF CLIENT REQUESTS CANCELLATION OF THIS CONTRACT 90 DAYS OR MORE BEFORE THE EVENT, CATERER SHALL BE ENTITLED TO 20% OF THE ESTIMATED PRICE PER PERSON. IF CLIENT REQUESTS CANCELLATION 45-89 DAYS BEFORE THE EVENT, CATERER SHALL BE ENTITLED TO 40% OF THE PRICE PER PERSON ESTIMATE. IF CLIENT REQUESTS CANCELLATION 31-44 DAYS BEFORE THE EVENT, CATERER SHALL BE ENTITLED TO 60% OF THE PRICE PER PERSON ESTIMATE. AFTER 30 DAYS IN ADVANCE OF THE EVENT, THE CATERER SHALL BE ENTITLED TO 80% OF THE PRICE PER PERSON ESTIMATE.  
 THE CLIENT'S DEPOSIT WILL BE CREDITED AGAINST THE CANCELLATION FEE OWED. ANY BALANCE WILL BE PAYABLE UPON THE NOTICE OF CANCELLATION.

**MONTEVERDE'S BAR STAFF WILL ONLY SERVE ALCOHOL FOR A MAXIMUM OF 6HRS.**

**FEES ARE PRICE PER PERSON, PLUS 7% SALES TAX.  
 BAR WILL CLOSE ½ HOUR PRIOR TO END TIME.**

**BAR PACKAGE:** \_\_\_\_\_ **BAR STAFF:** \_\_\_\_\_ **P/H**  
**PRICE:** \_\_\_\_\_ **PER PERSON** **TOTAL STAFF:** \_\_\_\_\_  
**SHOT POLICY:** \_\_\_\_\_ **MONEY DANCE:** \_\_\_\_\_  
**TIP JAR:** \_\_\_\_\_ **CASH GRATUITY:** \_\_\_\_\_

**NOTES: (Signature Drinks)**

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**CEREMONY:** \_\_\_\_\_ **STARTING TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**CUSTOMER SIGNATURE:** \_\_\_\_\_

**MONTEVERDE'S CATERING:** \_\_\_\_\_

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