



Sales/Catering Contract

Client/Organization Sample/Quote from Jesse Rice	Event Date 5/20/2022 (Fri)	Telephone (785) 856-5167	Fax	Event # E20222
Billing Address 1031 New Hampshire, Lawrence, KS 66044		Booking Contact Tackney, Justin	Site Contact Tackney, Justin	Guests 100 (PIn)
Party Name Center for Genomics Conference	Theme Conference	Sales Rep Jesse Rice	Category Maceli's Ballroom & Bistro	

This document is for quote purposes only and does not guarantee venue rental, catering availability, or other listed services.

Upon request, your sales representative will send you an official contract. Contracts are considered complete when the signed event contract, signed house rules (for in-house events) and event deposit (if applicable) are received by Maceli's. Deposits are non-refundable. Please see our cancellation policy for additional information. Quoted prices are subject to change until a contract has been signed.

Directions				
Banquet Room	Start	End		
Macelis Ballroom	9:00 am	11:59 am		
Macelis Ballroom	12:00 pm	12:59 pm		
Macelis Ballroom	1:00 pm	5:00 pm		
Macelis Ballroom	5:00 pm	7:00 pm		
Food & Beverage				Equipment & Miscellaneous
Food/Service Items	Price	Qty	Total	Food/Service Items Price Qty Total
<u>AM Break Service - 5/20/2022 - 9:00 am</u>				<u>AM Break Service - 5/20/2022 - 9:00 am</u>
Breakfast Sandwich Buffet	8.00	100	800.00	AM Break Service w/ China 4.00 100 400.00
Continental Breakfast Buffet	6.00	100	600.00	
<u>Lunch Buffet - 5/20/2022 - 12:00 pm</u>				<u>Lunch Buffet - 5/20/2022 - 12:00 pm</u>
Street Taco Package	15.00	100	1,500.00	Economy Buffet Service w/ China In-House 3.50 100 350.00
<u>PM Break Service - 5/20/2022 - 1:00 pm</u>				<u>PM Break Service - 5/20/2022 - 1:00 pm</u>
Afternoon Snacks	3.50	100	350.00	PM Break Service w/ China 4.00 100 400.00
<u>Dinner Buffet - 5/20/2022 - 5:00 pm</u>				<u>Dinner Buffet - 5/20/2022 - 5:00 pm</u>
Bottled Beer: Bud Light, Corona (per bottle)	3.50	35	122.50	Combination Host/Cash Bar 175.00 1 175.00
Bottled Beer: Boulevard Wheat, Free State Copperhead (per bottle)	4.00	65	260.00	Service Fee
Bota Box (per opened 3L box)	50.00	7	350.00	

Room Chg	1,350.00
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Comments

AM Break Service - 5/20/2022 - 9:00 am

Sample Menu and Timeline Listed for Reference Only

Day of Contact
Justin Tackney
Cell TBD

8:30 AM - Host Arrives for Setup

9:00 AM - Guests Invited to Arrive
Beverage Station Ready

9:00 AM - AM Break Service w/ China

Sausage & Cheese Biscuits
Breakfast Potatoes
Strawberry Coffee Cake
Fruit Salad
Yogurt
Granola

Beverages - available on station

Ice Water
Hot Tea
Regular Coffee
Decaf Coffee
Assorted Sodas

12:00 PM - Morning Session Breaks for Lunch

Lunch Buffet - 5/20/2022 - 12:00 pm

12:00 PM - Economy Buffet Service w/ China

of special meals (vegan, gluten-free, vegetarian) TBD

Street Taco Package w/
Beef Barbacoa
Drunken Beans
Oaxacan Rice
Salsa Rojo
Sour Cream
Shredded Lettuce
Tomatoes
Onions

Cotija Cheese
Flour Tortillas and Chips

[Beverages](#) - available on station

Ice Water

Iced Tea

Regular Coffee

Decaf Coffee

Assorted Sodas

1:00 PM - Lunch Service Concludes
Presentations Resume

PM Break Service - 5/20/2022 - 1:00 pm

1:00 PM - Presentation Resume

1:30 PM - PM Break Service w/ China

Assorted Cookies

Chex Mix

[Beverages](#) - available on station

Ice Water

Iced Tea

Regular Coffee

Decaf Coffee

Assorted Sodas

5:00 PM - Event Expected to Conclude
Cocktail hour Begins

Dinner Buffet - 5/20/2022 - 5:00 pm

5:00 PM - Cocktail Hour Begins

[Host Bar - 2 drink tickets per person](#)

Assorted Bottled Beers

Bud Light/Corona

Boulevard Wheat/Free State Copperhead

House Wine (served from glass carafes)

Cabernet/Pinot Grigio

[Cash Bar \(after host limit reached\)](#)

Assorted Bottled Beers

House Wine

Premium Mixed Drinks

7:00 PM - Event Expected to Conclude

Event Deadlines

Please take note of the information required no later than the following dates:

7 days after booking

- Signed Contract
- Deposit
- Signed House Rules (required for all events held at Maceli's)

Signed contracts, signed House Rules and deposits are requested at the time of booking and must be on file for your event to be confirmed. **If a signed contract and deposit is not received by the requested date, your tentative event will be removed from our catering schedule.**

30 days before your event

Minimum Guaranteed Guest Count (**this count cannot be reduced after the listed date**)

Final Menu (including level of service see page 2 of the Maceli's Menu)

Final Bar Information

Any Linen Color Preferences (tablecloths, napkins if included in selected level of service)

Finalized Event Timeline

Time Site Available for Setup (if event is not held at Maceli's)

Time Host Arrives (Please provide host name and contact phone number)

Time Guests Arrive (Bar & Beverage Service will be ready at this time unless requested otherwise)

Time Meal Service Begins

Time/Approximate length of any presentations or speeches (will service continue during this time?)

Time Event Concludes

7 business days before your event

Event Balance (less Host Bar Charges) Due

Final Guest Count. **Increases to guest counts within 7 business days of your scheduled event date may be subject to restrictions and additional service fees up to 75% contracted entrée pricing.**

2 days following final invoice

Any remaining balance including Host Bar charges due. **A \$25 late fee will be added to your event balance if payment is not received by this date.**

Cancellation Policy

If Maceli's is unable to provide services due to Government restrictions on the contracted date, for whatever reason, the client will be given the option to rebook the event at their convenience. If the client chooses to cancel their event altogether, Maceli's will retain the 3% credit card processing fees in addition to administrative fees and related services (tours, meetings, emails, tasting parties etc.).

If the client must cancel the event, for whatever reason, Maceli's will retain the entire deposit. However, if Maceli's is able to resell the room, the deposit will be refunded for the amount of the resold room rate less a 10% administrative fee. If the event is canceled within 7 days of the contracted date, Maceli's will retain the entire deposit; additionally, the client will be charged 75% of the total contracted services. Maceli's will retain the 3% credit card processing fees in addition to administrative fees, and related services.

In the event of inclement weather, the client will be given the opportunity to rebook the event within 60 days of the contracted date. If the client does not rebook the event within 60 days of the contracted date, Maceli's will retain the entire deposit. Events canceled within 7 days of the contracted date are subject to a 10% rebooking fee, which will be applied to the cost of purchased and prepared food associated with the canceled event.

Subtotal	6,657.50	Paid	0.00
Tax	498.73	Balance	7,156.23
Service Charge	0.00		
Total Value	7,156.23		

Wedding and Banquet Facility Deposits are non-refundable. I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign.

Client: _____

Date: _____

Sales Rep: _____

Date: _____