



General Information on all of our banquet services.

Menu Selections:

These menus are suggestions only. Our staff would be more than happy to customize with you a menu to match your event. Call Viviani's Catering for more information and to discuss any changes that will help make your event even more special.

Delivery:

We provide free delivery for orders of \$100.00 or more in the Madison Metropolitan area. For orders under the \$100.00 amount there is a \$10.00 delivery charge. Outside this area, there is a \$25.00 delivery fee plus .25 cents per mile. All orders may be picked up at our facility.

Disposables:

The price of all entrees include disposable eating utensils, plates, cups and napkins. These disposables are made of a high quality recyclable Plastic. If you wish additional disposables for items we do not bring or china service there is an additional charge.

China and Linen Rentals:

We can accommodate all china, linen, flatware and stemware needs. the price for white linen tablecloths is \$5.00 each. The price per china place setting ranges from \$4.00 to \$9.50 per guest depending on the number of pieces required. The client will be responsible for any lost, damaged or broken pieces.

Deposits/Cancellations:

For social events a 25% deposit is required to reserve a date in our book. We will apply the deposit to your final bill. In the event of a cancellation less than 6 months before the event the deposit is non-refundable unless we are able to rebook that day with a similar sized event. We will mail you a contract confirming your menu and costs once you have decided your menu and we confirm the price.

Children:

ages 11 and over will be charged the listed price. Children ages 4 to 10 will be charged 40% of the listed price. Children ages 3 and under, will not be charged

Payment:

Final payments are due 3 days before the event. Credit cards can be used to pay bills, a 2% charge will be added for processing fees. Direct billing can be established for any business account at the time the function is booked. Tax exempt status must be stated at the time of booking and a copy of the State exemption certificate must be provided, mailed or faxed to us. A 15% service charge is applied to all serviced events.

Prices, Service Charges and Taxes:

All prices are subject to change without notice. We do guarantee our prices for 120 days before an event and in the circumstance where a price has risen, you will receive notification. A 15% service charge will be added to all menu prices. In addition, all applicable state and county taxes will be added to your menu price.

Final Guaranteed Number of guests:

We require an estimate of the number of guest at the time of booking. We do require your final guaranteed number within 5 days of the event. We at Viviani's Catering pride ourselves on having enough food to service an additional 10% should it be necessary. If more guests come than are anticipated Viviani's will bill you an additional amount that is agreeable to both parties.

Wait Staff, Bartenders and Chefs:

We make staff available to service our food and beverage. There is a \$15.00 per hour charge, per staff member for staffing an event.

Additional Charges:

Additional charges apply when your event is scheduled at certain locations: VFW clubs - \$1.00 PP., Fitchburg Community Center - 5%, Deforest Community Center - 10%, Turner Hall - 15%, Knights of Columbus - \$100.00 (flat charge), Lussier Heritage facility - 10%, Folklore Village (Dodgeville) - 10% These are fees set by each location. These surcharges are passed directly from the respective location to the customer. These fees will be added to your final bill. Additional charges may apply at other facilities.

Left over food:

All food that is leftover from the event (not including reserves) belongs to the client as it has been purchased specifically for each party. Viviani's will require the customer to sign a waiver holding us harmless for the quality and condition of said food after it leaves our care. The product, by code can only be stored and covered in containers provided by Viviani's. The price of the containers, lids and foil is \$25.00.