



General Terms and Conditions for our banquet / picnic 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. In addition, many of the Dinner Banquet menus can be served buffet. Call Viviani's Catering for more information and to discuss any changes that will help make your event even more special. In the event that more than one entree' is desired, for sit down service, please call for details, we do have a two entree' maximum order, not including vegetarian.

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 .35 cents per mile. All orders may be picked up at our facility.

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.

Children:

Ages 11 and over will be charged the listed price. Children ages 4 to 10 will be charged 60% of the listed price. Children ages 3 and under, will not be charged. Special children menus can be created upon request, just give us a call.

Payment:

Final payments are due 5 days before the event. Credit cards can be used to pay bills, we accept VISA and MASTERCARD. Direct billing can be established for any business account at the time the function is booked by filling out a credit application. 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 events.

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 have no responsibility 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 \$35.00.

Prices, Service Charges and Taxes:

All prices are subject to change without notice, subject to the terms set forth herein. Prices will not increase for 90 days before an event, in the circumstance where a price has risen, you will receive notification of the change and may cancel this agreement with no liability by providing notice of such cancellation to Viviani's within fifteen (15) days of your notice of the price increase. 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 Number of Guaranteed Number of guests:

We require an estimate of the number of guests at the time of booking. We do require your final number within 5 to 7 days of the event, at which time, no further changes will be allowed. At Viviani's Catering, we pride ourselves on having enough food to service an additional 10% should it be necessary. If more guests come that is anticipated Viviani's will bill you an additional per plate charge that is agreeable to both parties.

Wait Staff and Chefs:

We make staff available to service our food and beverage. There is a \$19.50 per hour charge, per staff member for staffing an event. There is a 15% service charge on all food provided. You agree to pay this and any applicable state and local taxes. We will be more than happy to provide you with a complete estimate of expenses.

Additional Services:

We are a full service catering firm. Our prices & hourly charges include staff to service your food selections and help wherever possible. For sit down dinners our service includes setting up tables, clearing the dishes and serving the wedding cake. All setup and cake costs are reflected in our employee costs. Sorry but there is now a \$35.00 charge to cut the wedding cake.

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%, 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.

Sunday Service:

Sunday is a day we are normally closed. However to demand we do open up to facilitate events. We do have a \$750.00 minimum order.