



## **PLANNING YOUR SPECIAL EVENT**

We will work closely with you to organize and coordinate your special event. Outlined below are many details to assist you in the planning process. We realize that each event is unique, and thus we will assist you with each individual request as it arises.

### **MENU AND BEVERAGE ARRANGEMENTS**

Enclosed are Up & Under Pub & Grill Catering & Delivery Menus for your consideration. Prices are subject to change without notice or promise and should be used as a guideline of costs. Each price is subject to an 18% service charge and applicable sales tax.

## **TERMS, POLICIES AND PROCEDURES**

### **DEPOSIT AND PAYMENTS**

A signed contract and a non-refundable deposit of 50% is due once the reservation is taken. If the deposit fee is not paid on or before the specified dates, the agreement shall be void automatically and without notice. All final payments must be made to Up & Under Pub and Grill on the date of the event.

Four business days prior to the event the client will provide a final guaranteed attendance for all food & beverage. This number may increase but cannot be reduced after this time.

### **CANCELLATION POLICY**

Cancellations made 5 business days or less prior to an event will forfeit all deposits and fees and all additional payments made prior to the event. All cancellations must be in writing. Cancellation made within 48 hours or less are subject to payment of the entire event stated on the last estimate/ invoice.

### **CANCELLATION BY UP & UNDER**

UU reserves the right to terminate any contract for any reason. IF UU terminates this contract over 30 days prior to your event date, all deposits and prepayments will be returned in full within 10 business days.



## PRICES AND SERVICE CHARGES

Menu prices are subject to change without notice. An 18% gratuity charge and applicable California sales tax will be added to all food and beverage costs. Checks returned for insufficient funds will be subject to a \$25 service charge and all future events must be paid for in the form of cash, cashier check or money order.

## GUARANTEE

The final attendance for all food, beverage and meeting functions must be specified four (4) business days prior to your event. Once received, the guaranteed head count will be considered the final guarantee and is not subject to reduction. If the head count is over the guaranteed head count, the client will be charged accordingly. If no guarantee is given, the original number of guests indicated on the deposit form will be considered the guaranteed number for which you will be charged. Meal functions are prepared to 105% of the guarantee. If required to prepare beyond 105%, there will be an additional charge of \$2 per person.

## WAIVER

Any delay in or failure of performance of Up & Under Pub & Grill shall not constitute a default under this agreement, or give rise to any claim for damages to the extent such delay or failure of performance is caused by circumstances beyond Up & Under's control, including, but not limited to, acts of God, fire, flood, explosion, war, strikes, or other concerted work interruptions, inability to obtain material, equipment or transportation, breakage or failure of equipment or apparatus, or loss of necessary utility.

## BANQUET ROOM, ON-SITE CATERING AND STAFFING

A room rental fee of \$200 will be charge for any banquet room usage. This rental fee includes the use of existing tables, chairs and white linens currently in room up to 25 people. A corkage fee of \$15 will apply to all wine not purchased from U&U. Additional fees apply to any rentals needed and will be detailed in your event contract. Staffing for an event will be \$15 per hour, per server with a 4 hour minimum.

If the usage of the bar is needed a set up fee of \$100 will be added to your contract. A bar menu and requests can be detailed with your event coordinator. Additional charges may apply based on your event requests. . We realize that each event is unique, and thus we will assist you with each individual request as it arises.



www.theupandunder.com (510)778-1313

STAFFING, OFF-SITE CATERING AND RENTALS

Staffing for an event will be \$15 per hour, per server with a 4 hour minimum. For off site catering a \$100 set up fee will be added to the final bill. This fee includes set up of all banquet and buffet items. A fee for lost, stolen or damaged rentals items will be added to final bill. All rental items and pricing will be detailed in event contract. Deliveries over a 10 mile radius of 2 West Richmond Avenue in Point Richmond, CA will be assessed a \$25 delivery fee, deliveries of 20 miles will be \$50 and 50+ miles will be \$100.

DROP-OFF CATERING

To include delivery of all food, (no service). Up & Under will also provide disposable plates, napkins and utensils.

DROP-OFF CATERING With RENTALS

A \$100 set up and rental fee will be applied when renting non-disposable chaffing dishes & utensils. Additional fees may be added depending on rental items. Set up fee does not include rental item charges of cutlery, plates, etc.

FULL SERVICE

To include delivery, set up, and break down of all food. Up & Under will also provide disposable plates, napkins and utensils, unless otherwise specified by event contact, if rentals will be provided by Up & Under applicable charges will apply.

I have read and understand the previous policies and procedures

X \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Client Contact Info**

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

Client Name \_\_\_\_\_ Client Phone \_\_\_\_\_

Client Email \_\_\_\_\_