



Phone: 1(403) 236-1606

Cell: 1(403) 890-5219

5555 76 Ave. S.E. Calgary, Alberta T2C 4L8

Email: [info@bigrockgrill.com](mailto:info@bigrockgrill.com) Website: [www.bigrockgrill.com](http://www.bigrockgrill.com)

## CATERING/EVENT CONTRACT

Date: \_\_\_\_\_

**AGREEMENT:** between Big Rock Grill hereinafter called the 'Caterer' and

\_\_\_\_\_ hereinafter called 'Patron'.

Main Contact's name: \_\_\_\_\_ Phone # (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Back-up Contact's name: \_\_\_\_\_ Phone # (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Email # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Location of Function: \_\_\_\_\_

Starting time of Function: \_\_\_\_\_ Ending Time of Function: \_\_\_\_\_ Time of Meal: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

Guaranteed FINAL Count: \_\_\_\_\_ (10 days before event)

Price per guest: \$ \_\_\_\_\_ Function Room Charge: \$ \_\_\_\_\_

Other charges: \$ \_\_\_\_\_ Anticipated Total: \$ \_\_\_\_\_

Amount of Deposit: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_



Menu

Selection: \_\_\_\_\_

\_\_\_\_\_

Food Allergies: \_\_\_\_\_

Wine Selection Red: \_\_\_\_\_

Wine Selection White: \_\_\_\_\_

BAR:

Cash/Open \_\_\_\_\_

**Room Set-Up Specifications:** (the following section only needs to be filled out for Wedding Events)

Linen Colors: \_\_\_\_\_

Head Table for how many?: Y/N \_\_\_\_\_ Entry Table Y/N: \_\_\_\_\_

Other Decorations: \_\_\_\_\_

All decorations must be approved by management (confetti is prohibited at site)

Florist: \_\_\_\_\_ DJ / Band: \_\_\_\_\_ Cake: \_\_\_\_\_

Audio/ Visual Equipment: \_\_\_\_\_

\*Smoking Is Allowed Outside Only Security: Y/N \_\_\_\_\_

**I have read and agree to all Catering Terms and Conditions (attached):**

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_



## CATERING TERMS AND CONDITIONS

1. Our Executive Chef and Catering Manager will be pleased to arrange, create and customize a menu to suit your needs. Please advise prior to the event if any of your guests have any dietary or allergy concerns. Desserts may have traces of nuts. Buffet products will be displayed for up to a maximum of one (1) hour at any function to ensure the quality and integrity of the product. Please note that health regulations prohibit the removal of any food from the Restaurant.
2. Pricing for all meal functions will be guaranteed for six (6) months prior to an event.
3. We ask that you advise our catering department of your menu selection a minimum of 10 days prior to your event.
4. Facility Rental Fees: Restaurant \$380, Weddings \$500, Lounge \$300
5. Audio and Visual Equipment: included in room rental
6. Please advise our Catering Manager of the guaranteed number of attendees ten (10) business days prior to the event. The customer will be charged for the guaranteed number or the actual number served whichever is greater.
7. For the protection of our guests, the Big Rock Grill will be the sole supplier of food and beverage items - the exception being wedding cakes. A signed copy of our Catering contract returned to our Catering office will ensure that all agreed upon requirements are as stated.
8. To confirm a booking a non-refundable deposit is required. For all functions (other than Christmas parties) we required a non-refundable deposit of eight hundred dollars (\$800) at the time of booking with full balance due on the day of service. For payment we accept company cheques, e-transfer, debit card, Visa Card or Master Card. For Amex card payment a 2% service charge will apply. Late payment fees of 5% will apply bi-weekly.
9. For all Christmas functions/parties in November, December and January we require a fifteen hundred dollars (\$1500) non-refundable deposit which is due on September 1<sup>st</sup>, 2018. Please note we offer Christmas Buffet menu only for Christmas functions on Fridays and Saturdays.



10. For large events security personnel and transportation services may be required. This charge will be applied to your final bill.
11. The organizer/customer shall indemnify the Big Rock Grill against any and all claims and expenses for any loss or damage resulting from the Big Rock Grill being unable to perform the services and provide the facilities set out in this contract as a result of strike, flood, fire, act of God or any cause beyond the reasonable control of the Big Rock Grill. (We recommend Wedding Insurance.)
12. No Pyro-Technic or Confetti allowed on the premises!
13. The Big Rock Grill will not be responsible for loss or damage to any articles left in the Restaurant prior to, during or following any functions.
14. A minimum of 40 guests are required for Big Rock Brew Hall (upstairs) for bookings Monday through Thursday. For Fridays and Saturdays a minimum of 50 guests. For bookings in the Restaurant (main floor) a minimum of 50 guests required Monday through Thursday. For Friday, Saturday and Sundays bookings of 70 guests or more required.
15. Please note 18% gratuity charge will be added to food and beverage totals and 5% GST will be added to the final bill.
16. It is the policy of the Big Rock Grill to always serve alcoholic beverages in a responsible manner. If alcohol is at your event, it is the law that identification be provided by anyone under the age of 25. Alcoholic beverages shall not be served to persons under the age of eighteen (18) years, intoxicated or under the influence of drugs. The Big Rock Grill will contact the organizers to have any guests removed who cause a disturbance.

We thank you for choosing the Big Rock Grill for your special event.  
We look forward to serving you.