

# Branches Catering

123 Monmouth Rd.  
West Long Branch, NJ 07764  
[www.BranchedCatering.com](http://www.BranchedCatering.com)  
fax 732-542-5149

# Social Catering Contract

(on-site)

Sales Office 732-542-5050  
Business Office 732-542-7790

Client/Organization Brick Township Board of Education		Event Date 5/17/2019 (Fri)		Booking Contact Michael Gawronski		Sales Rep Monica Gonzalez		Event # E21397	
Address 101 Hendrickson Ave, Brick, NJ 08724				Booking Tel (732) 938-5087		Booking Cell (732) 262-2500		Gtd Guests 150	
Party Name BTHS Junior Prom			Site Tel (732) 938-5087		Site Cell (732) 262-2500		Site Contact Michael Gawronski		

Room Details				
Description	Start	End	Room	Setup Style
Cocktail Hour	6:00 pm	7:00 pm	TW RM	
Dinner	7:00 pm	10:00 pm	MAG BLRM	
Event Details (Staff-Equip-Ren tals)	6:00 pm	10:00 pm	ALL FACILITY	
Photographs	6:00 pm	8:00 pm	WFG	
Cocktail Hour	6:00 pm	7:00 pm	WILLOW	

Food/Service Items			
Food/Service Items	Price	Qty	Total

### Cocktail Hour - 5/17/2019 - 6:00 pm

- Stationary Hor D'oeuvres  
(selection of 5 from below)
- Mini Cocktail Franks
  - Cocktail Meatballs in BBQ Sauce
  - Mini Quesadillas with guacamole, sour cream & salsa
  - Vegetable Spring Rolls with ponzo sauce
  - Mozzarella Sticks with marinara sauce
  - Hamburger & Cheeseburger sliders
  - Miniature Grilled Cheese Triangles
  - Coconut Chicken Skewers
  - Toasted Ravioli with marinara sauce
  - Fried Macaroni & Cheese bites
  - Beef Empanadas
  - Miniature Pizzas

- Bocconcini Mozzarella Skewers with tomato & basil
- Italian Bruschetta with garlic crostini
- Seasonal Fresh Fruit Display
- Assorted Cheese Display with crackers
- Guacamole & Salsa with tri-colored chips

### Dinner - 5/17/2019 - 7:00 pm

Prom 2017 Buffet Menu Pricing	\$45.00	150	\$6,750.00
Vendor Pricing	\$25.00		
- Unlimited Soda, Soft Drinks & Shirley Temples			

**SALAD:**

- Salad of Mesclun & Field Greens with French Vinaigrette on the side

**ENTREES:**

(selection of 4 from below)

- Eggplant Rollatini
- Penne alla Vodka
- Baked Ravioli
- Chicken Fingers
- Chicken Parmesan
- Chicken Francaise
- Grilled Boneless Breast of Chicken Chardonnay
- Asian-style Shrimp Stir Fry
- Asian-style Beef Stir Fry
- Asian-style Chicken Stir Fry
- Italian Sausage & Peppers
- London Broil of Beef
- Beef Tenderloin Tips

**ACCOMPANIMENTS:**

- Mashed Potato Bar with self serve toppings bar

(selection of 1 from below)

- French Fries
- Sauteed Vegetables

**DESSERT:**

- Ice Cream Sundae Bar: vanilla/chocolate ice cream, chocolate & butterscotch sauces,  
assorted candy toppings, whipped cream

**Event Details (Staff-Equip-Rentals) - 5/17/2019 - 6:00 pm**

**NAPKINS:**

**LINEN:** Ivory

**UNDERLAY:** White

**DJ & Dancefloor Setup**

**Centerpieces:**

**Uplighting Color:**

**Placecard Table**

**Favors:**

**Security:**

CTP copy of ST-5 form

Sign:

VENDORS:

**Photographs - 5/17/2019 - 6:00 pm**

Photographer to setup outside in Waterfall Garden

Rain Location: Bridal Suite/Magnolia Foyer

TBD: any tables needed

Photographer Information:

Photographer Arrival time:

Some cocktail style seating outside

**Cocktail Hour - 5/17/2019 - 6:00 pm**

Overflow of Cocktail Hour

	Food	Laurita	Liquor	Equip.	Labor	Room	Other	Gratuity	Total
Subtotal	\$6,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,750.00
Service Charge	\$1,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,350.00
Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$8,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,100.00

**GENERAL INFORMATION and CONDITIONS**

-When choosing a "Guaranteed" guest number, please choose an adult guest count you feel comfortable guaranteeing will attend your event. Additions can always be made but a subtraction from the guaranteed guest count is not accepted under any circumstances.

-A final guest count is due by 5:00 p.m. 14 (fourteen) calendar days prior to your event. If your final guest count exceeds the previous minimum guest guarantee, the greater of the two will be the guest count that you will be charged for. Branches generally prepares for 10% above your guaranteed guest count.

-Unless indicated in your contracted time schedule, any and all advance set-up greater than the contracted start time will require an adequate number of Branches staff to be designated to supervise and assist. An hourly rate of \$25 to \$35 per hour (pro rata) per service or utility staff member is charged and this must be arranged prior to the event date, and is based on availability. Excessive loading of any items through the guest entrances must be done by bringing all of the items to the immediate entry door area and then the doors can be kept open while the items are brought in. Doors cannot be propped open for continual loading. This is for comfort as it adversely affects our heating and cooling system.

**PAYMENT RELATED**

-Any additional cost due to increased attendance or additional services rendered at the event is payable prior to the function.

### **MENU SELECTION DEADLINE**

-If your menu selection has not been received 14 days prior to the date of your event, Branches reserves the right to select menu options for you.

Food and beverage served at Branches must be provided, prepared and served by Branches unless approved by the Management of Branches. Outside vendors are required to provide certain insurance or other documentation and a charge may be assessed for utilization of Branches facility. This charge will be paid by the client.

Items may be brought onto Branches premises from outside sources without advance notice. Damage may occur and your Sales Manager can assist in explanation.

Alcoholic beverages may be denied to guests at our discretion. There are absolutely no "shots" permitted.

Do not include the number of people actually present. Food not permitted includes: candy, doughnuts, pizza, cookies, brownies, bagels, donuts, pastries, bread, rolls, etc. No "to-go" food, whether cooked or cold, is allowed, unless offered to the guest by the staff of Branches. In such cases, the consumption of such food as it is out of the control of Branches leaves the client responsible.

### **VENDORS and OUTSIDE SERVICES (Pass this information on to any vendors with whom you contract)**

- All event professionals (DJs, bands, photographer, videographer, party planners, etc.) MUST use the entrance as directed by Branches (this may be located on the loading dock in the rear of the building). They must report to the Sales Office where they will be directed as to loading and unloading of their equipment. Guest's entrances are not to be propped open.
- DJ's or others are not allowed to use 'fog machines' of any type regardless of what their chemical composition is. No type of incendiary (fire) device or any other device or practice that Branches deems unsafe is allowed.
- No vendor, attendee, or guest will be permitted to engage in any act that, in Branches reasonable judgment, is either immoral, illegal, or in poor taste.
- Events such as Sweet 16, Bar/t Mitzvah, Proms, etc. that have a majority of children or teenagers are required to have security present; your Sales Manager will advise you. In such cases, security is arranged by Branches and will be specified in the client's bill, as it is not included in any package pricing.
- To the extent that any outside vendors are used, Branches assumes no responsibility for arrangements made with said vendors or providers and may, at its sole discretion, require an indemnification agreement. Branches also requires that vendors submit a certificate of insurance prior to the event.
- Entertainers, vendors, etc. whether engaged by you or by Branches, are not served alcoholic beverages during the event. Meals for professionals may be part of your contract; Branches will designate a service area for this.

### **DETAILS SPECIFIC TO FUNCTION SPACE/ROOMS**

-Before affixing or hanging anything to walls, ceilings, or other permanent interior or exterior structures at Branches, you must get approval. We have very specific means of accomplishing this without damage to our facility.

-Specific rooms or locations for all uses including back-up weather use are not guaranteed; however we will do our

best to satisfy your requests. The exception is for events are: 1) where the number of people can only be accommodated in the Ballroom, and for which you have accordingly guaranteed such a guest count and 2) where you have specifically booked outdoor use (subject to other contract provisions).

-Rooms utilized during a portion of your event, then vacated as your guests relocate to another area, may be used either for a staging area for future events, or for use the same day/evening - for another event. Branches will schedule the timing and use of such so as not to affect your enjoyment while in another part of the facility. Only one on-site wedding reception is held simultaneously.

-Branches will provide, at no charge, a reasonable amount of equipment (for example tables and chairs). These arrangements do not include extraordinary setups or special formats that would deplete Branches present inventory of in-house equipment to the point of requiring rental of additional supply to accommodate your event needs. If this is required, Branches will give you the option of charging you a rental cost for additional equipment as needed.

-Branches cannot ensure the security of items left unattended before, during or after events. Special arrangements may be made with Branches for securing a limited number of items. If additional security is needed, Branches will assist in making those arrangements. Any security personnel to be utilized during any event must be approved by Branches prior to the event date.

### **OUTDOOR EVENTS (WATERFALL GARDEN)**

- Due to local business use approvals, music and loud activity in the Waterfall Garden must be limited; no activity at all is permitted after 10:00 pm. Branches reserves the right to monitor and limit noise producing activities anywhere on the premises, including the Waterfall Garden or any outdoor areas.

-Utilization of our outdoor facility, The Waterfall Garden, is subject to weather conditions. We will monitor this situation closely and work with you toward keeping events outdoors if it will not cause discomfort, risk damage to equipment, or otherwise provide a hardship/cost due to additional labor or expense. In the vast majority of cases, we will honor your request regarding this issue, however we do reserve the right to make the final decision that we feel is in the overall best in interest of all concerned.

### **SERVICE CHARGE & GRATUITY**

A Service Charge is applied to all events booked through Branches. This Service Charge includes a gratuity for the staff working your event and is, under New Jersey State Law, taxable. Additional gratuities (or tips) are discretionary and are appreciated for exceptional service, but are not required. All additional gratuities are passed on directly to the staff, and they are responsible for declaring them as income.

### **SALES TAX & EXEMPTION**

Revenue is subject to the current sales tax, unless booked as tax-exempt. The Service Charge is, by New Jersey State Law, taxable. In order to qualify for sales tax exempt, you must present a current New Jersey ST-5 form with your organization's name indicated on the pre-printed form. If you are tax exempt but do not present your ST-5 form to Branches prior to contract and payments, then sales tax must, by law, be collected. We can however write a check to reimburse your organization in the amount of the sales tax collected if you present a valid ST-5 form before the event is over or within the fiscal year of your event.

### **DEPOSIT/PAYMENT POLICY**

All deposits are nonrefundable, non-redeemable and non-transferable. The initial deposit may be made in the form of credit card (American Express, Visa, MasterCard, Discover), cash, or check made out to Branches Catering. All subsequent payments may be made by any of the listed above methods. Final payment for your event is due 10 days prior to your event date. Any payments made within 10 days of your event may only be made by cash or check.

The Deposit Payment Schedule lists your deposits due and is based on your current guaranteed guest count and other charges. The last deposit payment is usually the estimated final payment, which is due no less than 10 days in advance of your event. A finance charge of 1.5% interest will be applied towards any past due balances. If any

in the event of a scheduled deposit or payment, including late fees, is more than 10 days past due, or your final deposit is not paid on time, we reserve the right to cancel your event.

In the event there is still a balance due after the event, the final payment is due and payable by check or cash immediately. This will reflect any additional attendance above the guarantee, consumption bar tabs and other costs.

**CANCELLATION POLICY**

When you contract for your event, Branches guarantees the availability of facilities and support services and it is difficult and costly to book another function. All cancellations must be in writing. The following cancellation fees apply toward all revenue sources. Deposits already paid apply towards this obligation and in cases where the deposits paid exceed the schedule below, the deposits paid shall be the cancellation fee. You agree to pay any shortfall between deposits paid and cancellation fee.

When Your Written Notice is received: below	Total Cancellation Fee equals the % of guaranteed revenue retained
181 & more Days Prior to Event	25% retained
45-180 Days Prior to Event	50% retained
8-44 Days Prior to Event	75% retained
Less than 7 days	100% retained

**LIMITATIONS OF LIABILITY**

Branches does not warrant any services or goods of vendors arranged for or specified as a service or convenience to the guest. We do our best to accommodate last-minute changes. In case the same menu and services offered to you and your guests are not completely available, we reserve the right to utilize a menu and services that are comparable in quality and nature.

Branches assumes no responsibility for any items whatsoever delivered prior to, or left over after an event. We ask that all decorations, displays, props etc be removed immediately after your event unless other arrangements are made in advance. You are responsible for providing us with information regarding outside vendors you contract with, where the aforementioned will be applicable.

**LEGAL FEES AND EXPENSES**

If any legal action or other proceeding is brought by Branches (or any associated company or entity), for the enforcement of this agreement particularly payments, you agree that reasonable attorneys fees and other costs can be recovered.

**SEVERABILITY**

If any provision of this agreement is held or made unenforceable for any reason, such invalidity shall not affect the remainder of this agreement, and the invalid or unenforceable provisions shall be replaced by a mutually acceptable provision.

**NOTICE**

Delivery of any required legal notice shall be in writing and either delivered personally, by courier or registered mail addressed to:

Robert Pascual, Director of Operations  
123 Monmouth Road

West Long Branch, NJ 07764

**ACCEPTANCE (Parents paying part/all of the cost of an event must sign in addition to son or daughter)**

All revisions are considered an integral part of the contract. As an authorized representative of this contracted event, I/we do approve the above contract and conditions and accept this to be a binding agreement.

Please return one signed copy of this agreement with any applicable payments that are due. In the event this contract and/or deposits specified as due are not received within 7 days of the date the contract was mailed out, Branches may rescind this agreement and any room or other reservations or arrangements related to it.

Before signing below, please make sure you have read all the terms and conditions, and you have a full understanding the function of: ; required deposits; and payments. All events must be prepaid prior to the event date unless approved by branches.

CLIENT: \_\_\_\_\_ CLIENT: \_\_\_\_\_  
SIGNATURE SIGNATURE

CLIENT: \_\_\_\_\_ CLIENT: \_\_\_\_\_  
PRINTED PRINTED

**This contract, for Event #E21397 on Friday, May 17, 2019, was prepared on Saturday, June 16, 2018.**

Current event total is \$8,100.00

Current total paid is \$0.00

Total outstanding balance as of today is \$8,100.00. This amount may change based on increases in guest count, consumption bars, additional service, etc.

BRANCHES: *Monica Segely* Date *6/16/18*

END OF DOCUMENT

Laurita  
WINERY

MONICA GONZALEZ

123 MONMOUTH ROAD, RT. 71N  
WEST LONG BRANCH, NJ 07764

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Branches  
PERFECT CATERED AFFAIRS  
For on & off-site events