

THE LINKS AT HEMLOCK CREEK EVENT GENERAL INFORMATION AND CONTRACT TERMS

Menu Packages: Packages can be customized to include additional upgrades, or to eliminated options. Menu selection and signed contract are due 30 days before your event. Due to rising costs and exceptionally unpredictable financial impacts, Craft Catering reserves the right to adjust pricing with client approval until 30 days prior to the event. *All plated meals require a floor plan, meal selection chart, and seating place cards with meal indicators.

Guest Count/Payment Policy: Final guest count* must be guaranteed 14 days prior to the date of your function. The number charged is based on the function guarantee or the actual number in attendance, whatever is greater. If no final count is given, you will be billed for your highest estimated count as mentioned on contract. Final payment* is due three days prior to event, unless otherwise arranged. Any credit card charges paid to Craft Catering will be subject to a 3% credit processing fee. A payment schedule is welcome, but not required. *Wedding policies require 21 days prior to the date for final guest count and 10 days prior for final payment.

Services, Fees and Sales Tax: A 6% sales tax will be added to your final invoice, including services rendered. A 20% service charge is applicable to all packages. **No fees** will be applied for cake cutting and services, coffee pouring, passing appetizers, or any other basic services rendered. *Parties under 25 guests may be issued an hourly service charge to cover fixed expenses not covered by percentage.* Stations may require an additional fee as detailed on menu. Additional service fees may apply to extended event times.

Linens: Principal linens are included in all packages, which offers 90" tablecloths (tea length) in as well as floor length linens for all service tables. Upgrades and additional rentals are available and can vary according to head count, style of meal presentation, number of supplemental tables needed, overlays, etc. Weddings may require additional linens. Linen upgrade estimates will be included in contract and can be altered up until 14 days prior to event. "Display" Showers" will require additional fees for table linen.

Dessert: As part of all packages, we offer a coffee station after the dinner. Dessert is not included in any packages; an extensive menu from our in-house bakery is available upon request. Clients may sub-contract or provide outside desserts: **no fees** will be assessed for providing dessert service of items not made by Craft Catering.

Children: Meals for children can be customized to include either a "Kids Meal" at \$15 per child of any age, or children are welcome to eat from the adult buffet at half price (for children ages 5-12) or at no charge (for children under 5).

China, Flatware and Glass Ware: All china necessary for most events is included in facility rental fee paid. Only "family-style" meals would require additional rentals, pricing available upon request.

Facility Fees and Deposits: A *non-refundable* deposit is required at the time of booking to hold event date: this is a flat rate depending on room usage and serves as a Facility Usage Fee: Weddings may rent the entire facility for \$2500.00 which includes Ceremony outdoors with Set Up, and 30 minutes for Ceremony time, up to five golf carts for photos, full breakdown of ceremony site chairs (any decor and floral must be arranged in advance), five hours for reception, and use of the Bridal Rooms (Bride's Suite and Groom's Room) for the day. One additional hour of reception time may be purchased for \$200.00. **Room Usage/Facility Details:** The Ballroom at The Links hosts a maximum of 130-150 Guests contingent on layout. Above event times DO NOT include set up or break down time for the event; custom options and pro-rates are available. Smaller events are customized facility charges based on day of the week, guest count, and room layout.

Food Policy: Craft Catering will prepare the appropriate amount of food based on the final head count given for an event. Any left over food will remain the property of Craft Catering; *however*, leftover items may become property of the client if a waiver of responsible food handling is signed and dated before leaving the premises. Anyone who fails to sign a waiver may not retain any food, regardless of the number of guests in attendance. **NO** food may be brought into any event by any outside caterers or by individuals without the consent and approval of Craft Catering.

Alcohol and Bar Arrangements: Bar arrangements and specifics can be arranged through the Catering Coordinator. The Links at Hemlock Creek holds a fully compliant Pennsylvania State Liquor License and is confined by state restrictions and guidelines. Packages with pricing and custom options are available upon request. The Links provides bartenders and all services, including some special requests as needed, and all host liability insurance. **No alcohol is allowed on the property that is not provided by The Links. Any bottles brought in will be confiscated and a \$300 fine will be charged.**

Decoration Policy and Personal Items: Room access will be provided the day of the event only. Basic set up and event preparation is provided as part of the 20% service charge. This includes all set up of tables and chairs, linens, china, and can be extended to centerpieces, place cards, and favors upon request. Any additional decoration is the responsibility of the client. *Clients may not use confetti, glitter, table confetti, or leave behind unused or partially used helium tanks, excessive trash, or decor (without previous approval).* Craft Catering or The Links are not responsible for any loss or damage to property. Clients are also welcome to arrange a third party access to the event site by arrangement through the Catering Coordinator.

Cancellation Policy: Facility Fees are non-refundable and non-transferable. Any events canceled within 14 days will be charged 15% of the Catering Contract total balance due. Any cancellation within one week* prior to the event is responsible for a full payment. Active Duty Military transfers will be honored on a case-by-case basis in gratitude for service. *Cancellation under 14 days to AO Rent will result in a full payment of Rental Agreement Subcontract amount (where applicable).

Weather or Covid Emergency Cancellation Courtesies: Any cancellation given notice between 5 days and 48 hours prior to the event will be charged a "Perishable Food Fee," applying to any food ordered that can not be frozen. No linen fees, freezable foods, or service will be charged. Any cancellation after 48 hours prior to the event is responsible for a full payment. Postponements can be arranged and will have custom arrangements made.

Contract Terms: Client understands that Craft Catering serves as booking agent for The Links at Hemlock Creek, owned by MJ Real Estate Holdings LLC, who is responsible for the premises and all sales and transfer of funds for alcoholic beverages and soft drinks. Client is guaranteed Craft Catering and service on the aforementioned date, at The Links at Hemlock Creek premises upon receipt of Facility Fee/Deposit. We do accept credit cards with a 3% processing fee added.

I have read the above Sales/Catering contract and General Information provided and any subsequent AO Rent agreement and I agree to the terms and conditions of this and any subsequent contract I may sign.

Client Signature(s): _____

Date _____