



Timeline and Basis for Billing

- A minimum guest count must be given 2 weeks prior to your event. This will provide the basis for our billing.
- You may increase your guest count up to 1 day prior to your event.
- If no minimum is given, Partyman Catering & Rental will appropriate a guest count for billing and ordering.
- Final menu changes must be made 2 weeks prior to the date of your event.

Rental Equipment

- Tents will not be set up if dog or animal feces are present at the set up location.
- After tents are set up, replacement or repositioning of tents will incur an additional charge of **80%** of the total rental equipment cost.
- Tents may **not** be erected, moved, repositioned, or taken down by anyone other than the Partyman Catering & Rental staff.
- Cleaning charges equivalent to the rental cost will be assessed for cooking under tents, smoke from fires, or tents being moved or taken down by individuals other than Partyman Catering & Rental staff.
- All rental equipment is the sole responsibility of the renter from the time of set up until equipment is picked up by Partyman Catering & Rental staff.
 - This includes all damage, damage incurred by third parties, theft, or vandalism.
- Table and chair set up and final positioning is the responsibility of the renter. Tables will be set up, and a stack of 8 chairs will be placed on each table. Tables and chairs should be returned this way after your event.
- All linen and decoration set up is the responsibility of the renter.

Dinnerware

- This is an optional service- we always give you the choice of supplying your own dinnerware.
- We offer all of our china, silverware, glassware, and linens at very reasonable prices. Please inquire about having any of these items added to your invoice.
- We also can provide attractive and heavy duty disposable ware if that is your preference.
- If you do not see dinnerware items on your invoice, please do **not** assume we are providing them.

Trash Removal

- Partyman Catering & Rental will take responsibility for all waste that we generate from our food and operations.
- We are not responsible for any other waste. This includes beer, wine, and champagne bottles and boxes. It is your responsibility to supply trash receptacles for your guests so that they can properly dispose of any trash they generate.
- We do offer this service, but there are additional charges that apply

Linens and Glassware

- Partyman Catering & Rental charges an 18% handling fee for all glassware and linen.
 - This charge covers setup, clearing, and cleaning.
- Our staff will arrive in advance of your event time for setup purposes.
- Your linens will arrive early (with tent setup) and you are welcome to arrange the linens on tables according to your desire. Please let us know if you require staff assistance for this in advance.
 - Arrangements may also be made to pick up linens in advance.
- The minimum service charge is \$50 or 18%- whichever constitutes the higher amount.

Table, Chair and Equipment Set Up

- Partyman Catering & Rental is **not** responsible for specific placement of rented tables and chairs or set up of those items.
- We will leave all rented equipment at the location of your choice, allowing you to set up tables and chairs according to your wishes.
- At the conclusion of the event, rental equipment must be left as it was originally delivered. This allows us to keep our rentals costs low for your benefit and satisfaction.
- When delivering rental equipment to parks, pavilions, lodges, etc. it is **not** Partyman Catering & Rental's responsibility to rearrange or move existing equipment on location if you choose an alternative floor plan. Please plan accordingly in advance for this.

Tent Setup

- Tents reserved for Saturday events are typically set up on the preceding Thursday or Friday, and taken down the Sunday or Monday after the event.
 - This is dependent on weather conditions.
- You will receive a phone call the day before with an approximate time of set up.
- Please make sure someone is available at that time to direct tent placement and make to a final payment.

Tent Sides

- Tent sides are **not** included with our tents. They can be ordered at an additional charge.
- Inventory is on a first come, first serve basis. Early reservations increase your chances of having the items you need made available to you.
- Additional delivery fees will apply if sides are not included on the original order and are requested later. These fees must be paid upon delivery.

Left Over Food

- Partyman Catering & Rental will give the host of an event any appetizers that may be left over, due to the fact that those items are ordered in a specific quantity.
- Main menu items that are left over will only be given to the host at the discretion of Partyman Catering & Rental. When the host orders food for x number of people, an appropriate amount of food will be provided for that number.
- We do specifically prepare extra food to feed our staff working the event.
- If for some reason a significantly lower guest count (more than 5% of your final count) attends the reception, Partyman Catering will consider leaving leftovers.
- In that circumstance, Partyman Catering & Rental, assumes no responsibility for sickness resulting from improperly handled food.

Staff Members & Extended Service

- Staff members are available to provide extended service for the client outside of the realm of their normal performance or duties as servers
- All hired staff members will have experience and competent knowledge necessary for food services operations
- Clear, written expectations for each staff member hired will be required at least two weeks prior to the event at which they will be serving
- In **no way** will either hired staff members or Partyman Catering & Rental be responsible for equipment malfunction, failure, or damage
- Clear instructions/operating manuals will be provided for any unfamiliar equipment that a staff member will be expected to use in the course of the time they are employed by the client at least two weeks prior to the event at which they will be serving
- All federal, New York state, labor, and liquor laws will apply and be adhered to by all staff members
- The charge for each staff member per hour will be \$25 with a four hour minimum service requirement
- Tipping staff is not expected, but is permitted at the sole discretion of the client

Cake Cutting and Champagne Toasts

- We permit you to bring in your own cake from any Health Department certified bakery.
- These services take time and staffing; please request them in advance if you require our assistance with them. Fees will apply.
- These services are not automatically included and must be requested prior to the day of your event. If we are not made aware of your need for these services in advance we may not be able to assist you with them at the time of your event.

Delivery Charges

- Please be aware that delivery charges may be applied to your bill.
- We determine the necessity of these charges based on the distance from our facility at the Conesus Golf Club, to your event location.
 - Local delivery is considered within 10 miles of Conesus.
 - There is a \$25 fee for any local delivery under \$100.
- Please call for our specific pricing.

Deposits

- A deposit of \$250 is due at the time of booking in order to secure your date and items.
- If your event totals less than \$1,000, a deposit of 25% is due at the time of booking.
- For events totaling more than \$1,000, a **second** payment of 25% of your total estimated bill will be due no later than **6 months** prior to your event.
 - A **third** payment of 50% of your total estimated bill will be due no later than **3 months** prior to your event.
 - The **final** payment is due **3 days** before your event. You will risk losing your deposits and forfeiting our services if it is not paid on schedule.

Cancellations and Refunds

- If a cancellation is made prior to **3 months** before your event date, **50%** of your deposit will be refunded.
- If a cancellation is made within **3 months** of your event date, no deposit will be refunded.
- Cancellation of rental equipment OR a 10% or greater reduction in tables and chairs on your quote any later than **60 days** prior to your event will result in a **50%** charge for the rental equipment.

Final Payment

- Final payment is required absolutely no later than 3 days prior to your event.
- Final payment is required no later than the day of set up or delivery for rentals.
- Preferable payment is check, cash, or money order.

Event Date: _____ **Deposit Amount:** _____

Name: _____ **Address:** _____

Signature: _____ **Phone:** _____