



11350 Grooms Road, Blue Ash, OH 45242  
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chefschoic catering.com

## **SALES CONTRACT**

Ryle High School  
Saturday, January 12, 2019  
Dinner Buffet  
Serviced Event  
E21004

Client/Organization	Act Guests	Event Date	Sales Rep	Status
Ryle High School	300	1/12/2019 (Sat)	Allison Linkhart	Prospective
Address		Site Contact	Site Tel	PO #
..		Kimberly Hockney	(859) -80-1-5568	33423
Party Name	Booking Contact	Booking Tel	Booking Email	
Welcome Class of 2019	Kimberly Hockney	(859) -80-1-5568	kimberly.hockney@boon	

### **TERMS & POLICIES:**

- smaller events (less than 100 guests), a 30% cancellation fee will be charged for cancellations within **72 Hours** of event.
- larger events (more than 100 guests), a 30% cancellation fee will be charged for cancellation within **10 days** of event.
  - All parties of 100 people or more require a deposit of \$10 per estimated guest to guarantee the event date.
  - All serviced events with 200 guests or more must provide full payment **10** days prior to the event.
- If you are pleased with your service staff and would like to leave a gratuity, please contact your sales expert.

*Signing of this contract ensures that the client agrees to the terms and conditions as stated.*

Client Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVG Code: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Card Holders Name: \_\_\_\_\_ Card Holders Phone: \_\_\_\_\_

\_\_\_\_\_ Invoice Charges/Pay by Check \_\_\_\_\_ Charge Credit Card for Full Amount Add Gratuity \$ \_\_\_\_\_

**\*A CREDIT CARD NUMBER IS REQUIRED UPON CONTRACT SIGNING TO SECURE YOUR DATE. YOUR CREDIT CARD WILL BE CHARGED IF AN ALTERNATIVE FORM OF PAYMENT IS NOT RECEIVED WITHIN 30 DAYS OF THE EVENT DATE.\***

**\*GRATUITY IS GIVEN TO OUR SERVICE STAFF ONLY, UNLESS OTHERWISE REQUESTED BY THE CLIENT\***

### **Final Count Policy**

- smaller events (less than 125 guests), a final guest count must be received with 3 business days of event date.
  - larger events (more than 125 guests), a final guest count must be received with 10 business days of event date.
- Guest counts cannot be lowered after the final count date cut off, however, if you need to increase your guest count within that period, please ask your Event Specialist and we will do our best to accommodate you.

### **SITE LOCATION & DIRECTIONS**

Site Name	Site Address	Site Telephone
The Newport Aquarium	1 Aquarium Way, Newport, KY 41071	(859) 815-1453

#### **Directions**

1. Head southeast on Grooms Rd toward Interstate Cir (0.3 mi)
2. Turn right onto Cornell Rd (0.4 mi)
3. Turn left onto Kenwood Rd (1.4 mi)
4. Turn left onto Pfeiffer Rd (0.5 mi)
5. Turn right to merge onto I-71 S toward Cincinnati (13.6 mi)
6. Slight right onto I-471 S (signs for Newport Ky) Entering Kentucky (2.0 mi)
7. Take exit 4 to merge onto KY-1120 W/?E 10th St/?Memorial Pkwy toward Bellevue/?Newport

Continue to follow KY-1120 W/?E 10th St (0.9 mi)  
 8. Turn right onto Monmouth St (0.6 mi)  
 9. Turn left onto E 3rd St

Destination will be on the right (318 ft)

PLEASE UNLOAD ON THE SMALL LOADING DOCK DIRECTLY UNDER THE BALLROOM.

Newport Aquarium  
 1 Aquarium Way, Newport, Kentucky 41071

EVENT DETAILS				
Type	Arrival	Start	End	Description
Serviced Event	5:30 pm	7:30 pm	11:30 pm	Dinner Buffet
FOOD & SERVICE ITEMS				
Food/Service Items		Qty	Price	Total
COMFORT FARE BUFFET- (2) BUFFETS		300	14.00	4,200.00
Garnish Kit - Serviced Event				
Soft Rolls with Whipped Butter		375		
SALAD		300		
Fresh Garden Salad with Vegetable Garnish		300		
Tomatoes, Carrots, Cucumbers & Croutons		300		
CHOICE OF DRESSINGS:		300		
Buttermilk Ranch		300		
Italian Dressing		300		
SINGLE ENTREE BUFFET				
CLIENT KNOWS THEY MAY RUN OUT OF ONE BEFORE THE OTHER				
Bowtie Pasta with Marinara Sauce		150		
Bowtie Pasta with Alfredo Sauce		150		
ADD TOPPING:				
Blackened Julienne Chicken Breast ON THE SIDE		300		
Mixed Vegetables- ON THE SIDE		300		
ACCOMPANIMENTS				
Mac N Cheese		300		
Mashed Potatoes with Gravy		300		
PLACED DESSERTS IN RIVERSIDE ROOM		300		
Chocolate Chunk Brownie		375	1.55	581.25
Chocolate Marble Swirl Cheesecake Bites		313	1.55	485.15
Raspberry White Cheesecake Bites		312	1.55	483.60
SELF SERVE BEVERAGES		300		
Iced Tea with Urn		300	1.25	375.00
Lemonade with Urn		300	1.25	375.00

Lemon Wedges	300		
Pitchers of Ice Water	300		
DISPOSABLES- CLEAR			
Upscale Hard Plastic Dinner with Rolled Stainless Flatware	300	3.65	1,095.00
Upscale Hard Plastic Dessert Plate and Cocktail Napkin	300		
Disposable Cups for Beverage Station	300		
IN HOUSE LINEN RENTALS- APPROXIMATE			
White Linen Napkins	300	0.30	90.00
85 x 85 White Lap Length	30	4.90	147.00
90 x 156 White-Beverages, Food, DJ, Desserts	10	15.85	158.50

Non-Profit	-650.00
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**STAFFING**

Shift Requirement	Start	End	Hours	Required	Total	Price	Total
Labor Charge	7:30 pm	11:30 pm	4	1	4	\$1,734.00	\$1,734.00

**ADDITIONAL DETAILS****TIMELINE**

5:30PM CHEFS CHOICE CATERING TO ARRIVE  
 6:30PM CLIENT WILL ARRIVE WITH SOME PARENTS & STUDENTS  
 6:30PM/6:45PM TEACHERS WOULD LIKE TO EAT BEFORE STUDENTS  
 7:30PM STUDENTS ARRIVE  
 7:45PM DINNER BUFFETS OPEN  
 8:30PM DESSERTS AND BEVERAGES READY IN RIVERSIDE ROOM  
 11:30PM EVENT ENDS

**\*\*NO ITEMS PLACED ON GUEST TABLES \*\***

**SINGLE ENTREE BUFFET**

2 BUFFETS:  
 (1) BUFFET PLACED IN SHORE GALLERY  
 (1) BUFFET PLACED IN B&B  
 CHAPERONES ARE INCLUDED IN COUNT- THEY LIKE TO EAT BEFORE STUDENTS

**DESSERTS**

WILL BE PLACED ON (2) 8FT TABLES IN RIVERSIDE ROOM

**SELF SERVE BEVERAGES**

THERE WILL BE (3) BEVERAGE STATIONS  
 (1) RIVERSIDE ROOM  
 (1) SHORE  
 (1) B&B

CHEFS CHOICE CATERING TO SUPPLY LEMONADE, ICE TEA AND PITCHERS OF WATER