

# OFF-SITE CATERING

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## PRICES & FEES

- Off-Site catering fee of \$300 includes, travel time, set-up & break-down.
- Locations that are further away may have an additional \$100 charge
- Buffets will be available for up to 2 hours per event.
- All events must be secured with a \$300 non-refundable\* deposit, either by credit card, check or cash.
- Bartender Fee: \$200 per bartender up to 2 hours, additional hour \$200
- Disposable Plates, Napkins, Cups & Cutlery are additional costs
- Drop-Off Delivery Fee: \$100.00 within Baldwin County; further destinations will be agreed upon with event coordinator
- Deliveries are dropped off in disposable pans, NO ice is included or serving utensils
- Sales tax 11%
- Service fee 25%

## OTHER DETAILS

- Events must be completed with Events Coordinator, no less than 2 weeks prior to event.
- Final guest count & payment are due 5 business days prior to event.
  - if no guest count is confirmed, group will be billed for expected count given at time of booking, and is non-negotiable day of event.
- Please note, fried foods are best when consumed within minutes out of the fryer, and we are unable to guarantee the same quality when delivered.
- All events subject to food & permit fees. No leftovers will be sent home with guests, and will remain the property of WolfBay.

*\*Refundable if event is cancelled 14 days prior to.*

# ON-SITE BANQUETS

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## PRICES & FEES

- Room Charge: \$100 for two hours
  - Additional time: \$150.00/hour
- Menu Selections must be decided two weeks prior to event
- Final guest count is due 72 hours before the event
- There is a 100% guarantee on final guest count regardless of whether you pay with one check or have separate checks.
- Sales Tax 11%
- Service Fee 20%



## OTHER DETAILS

- Decorating the room: nothing is to be nailed, glued or excessively taped on the walls or furniture. Confetti of any kind is not allowed.
- Time to decorate: no earlier than 45 minutes from the start time of your event
- Taking down decorations: must be done in your allotted time of the room not to exceed the hours agreed upon and paid for or you will be charged accordingly
- White or Black linen tablecloths: \$25 each round or rectangle but must be ordered ahead of time to insure availability
- Please provide your own hdmi cord, adapters and extension cords
- No outside food or beverages are allowed on Wolf Bay premises unless it is a cake, mints or nuts and you must let event coordinator know ahead of time.

# EVENT DETAILS

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## CONFIRMATION

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time of Event: \_\_\_\_\_

Name of Host: \_\_\_\_\_  
(please print)

Host Phone #: \_\_\_\_\_

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

Deposit/Room Fees Received: Y    N  
(circle one)

Location:    On-Site    Off-Site  
(circle one)

Host Signature: \_\_\_\_\_ Date Signed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_