

# TOMMY G THOMPSON YOUTH CENTER CATERING INFORMATION

The Tommy G. Thompson Youth Center offers a premier location for business meetings, corporate events, team building and training sessions, club events and small trade shows. This facility, combined with our on-site food service, is able to offer you the convenience of a turn key, hassle free event. Our menu is competitive and our catering facility being on-site allows us to be more flexible in accommodating changes.

## **SERVICE CHARGES**

Tommy G. Thompson Youth Center does not charge a service fee above and beyond the per person price listed on the menu. However; that also means that when using disposable wares, there is no serving staff that clears the eating areas when guests are finished. If they are using the seating area after the meal, guests will be required to clear their area. If you would like serving staff to clear tables during your event there will be an **additional \$50.00 fee per 75 guests.**

## **GUARANTEED GUEST COUNT**

Final menu choices must be confirmed FOURTEEN working days prior to your event. Guaranteed count of attending guests must be confirmed no less than SEVEN working days prior to your event. Due to new ordering procedures, it is not possible to extend this time. Once we have received final counts, these counts may not be reduced and will be the minimum number for which you will be charged. In addition to the guest count, we will need final menu selections and any special instructions for your event.

## **LEFT OVER FOOD**

It is the policy of the TGT Youth Center and the policy of the State of Wisconsin Health Department that any food leftover from a banquet is not allowed to be taken by a guest and remains the property of the Tommy G. Thompson Youth Center.

## **PAYMENT SCHEDULE**

By signing the rental agreement for use of the Tommy G Thompson Youth Center, it is implied that terms of payment for catering services will be due along with any outstanding space rental. Payments not made when due are subject to late payment charge of 18% (eighteen percent) per year from due date until paid in full.

## **TAX EXEMPTION**

Groups who are tax exempt must submit a tax exempt number and certificate to our office at least 72 hours prior to your function. Without this information, you will be responsible for all taxes.

## **CANCELLATIONS**

A function may be cancelled 30 days prior to the event and the account will not be charged. Failure of notification will result in 50% of the expected bill charged. If a cancellation occurs within 72 hours of the event, full charges will be applied to the account.