

Twelve 09 Catering

* Grapevine Convention Center * Palace Arts Center *

* Concourse Event Center *

We are looking forward to hosting your upcoming event. Please review the following guidelines and policies, as they will assist you in pre-planning for your event.

Menus

In addition to our standard catering menus, we can also provide custom menu planning to meet any creative or budgetary needs for your event.

Due to fluctuating market prices, catering quotes are subject to change up to 30 days before your event.

Due to food safety practices, leftover food or beverages are not permitted to be taken off property.

Catering Options

Option (1) Twelve 09 Catering can accommodate your food and beverage needs.

You will work with your event coordinator on menu items.

Option (2) You may choose a caterer from our list of approved caterers.

When using caterers from this list, a 12% fee will be added onto your final bill by the caterer.

Option (3) A Food Service Fee (rate depends on room size) will be administered, allowing you to bring in a non-approved caterer or your own food and beverages. When paying the FSF, it is the client's responsibility to cleanup the facility in regards to catering trash. Use of the kitchen must be prearranged with your event coordinator. Selling food or any type of concessions on property is not allowed without prior approval from management.

Alcoholic Beverages

Alcohol is allowed in all facilities with payment of a food service fee.

Alcohol served or consumed on the premises must be in compliance with Texas Alcoholic Beverage Commission (TABC) regulations. The serving of alcohol at any party or event given in honor of a minor is prohibited.

Additional security in the form of an off-duty Grapevine Police Officer(s) will be required any time alcohol is served.

Your event coordinator will determine the number of officers required for your event.

Security will be present from the time the first guest is scheduled to arrive until the rental lease time expires

When providing alcohol there are two options:

Option (1) **Host Bar:** Client supplies all alcohol, which is served complimentary to guests.

No B.Y.O.B. allowed; all alcohol must be brought in and out by the client.

A TABC certified bartender will be required to serve all alcoholic beverages.

Option (2) **Cash Bar:** Client brings in a licensed business to sell alcoholic beverages to guests.

The business must receive a permit from TABC for a "license to sell" alcohol in our facility.

Water Service

We are happy to provide a complimentary water service for the speaker's lectern and head tables upon request. Office Style water coolers (5-gallons) and disposable glasses can be provided for \$35.00 per dispenser and \$15.00 per each 5-gallon replenishment.

Concessions

Twelve 09 Catering can provide a concession stand for events. Request of a concession stand must be made thirty (30) days prior to event date. A minimum of \$300.00 per day must be met for each event. If the minimum is not met, it is the client's responsibility to pay the balance. Menu selections and pricing are made by Twelve 09 Catering.

All Concessions for the Palace Arts Center need to be discussed with your event coordinator.

Catering Set-up

All of our meals are set up buffet style, where guests are able to serve themselves. Meals are served on clear acrylic plates, with plastic picnic-pack style flatware, paper napkins and plastic and/or styrofoam cups. Wait staff is not provided with regular menu ordering, but are available as an upgraded item. Tablecloths are included at no charge with all full meal buffets for all tables where food will be present. There is a limited color selection; please check with your event coordinator on options available. Skirted serving tables are provided for all Twelve 09 Catering buffet tables.

Trade Show Food Sampling

Exhibitors may distribute food samples in their booth upon approval from Management. Exhibitors sampling food products must manufacture the products they are distributing. The exhibiting company must adhere to the Sampling Procedures and Tarrant County Health Department regulations. All booths are subject to inspection by the health department. A Food Service Fee may apply.

Minimums

Twelve 09 Catering has a minimum of twenty five (25) guests for all buffets served. Additional charges may be incurred for all buffets and/or meals below the minimum.

Guarantees

An estimated number of guests will be used when placing your initial catering order. A minimum guarantee of the number of guests attending each function must be received from the group representative 5 business days prior to the function. This guarantee cannot be reduced and will be the basis for a minimum charge. If a number greater than the guaranteed number is served, charges will be based on the number served. If vegetarian meal options are needed, they must be presented with original catering guarantee.

While on premise during your event, any changes with food and beverage or the pre-arranged set up, start or end time of the event(s), may be subject to additional charges that will be determined at the time of the requested change.

Tax, Gratuities and Service Charges

All food & beverage and equipment rentals are subject an 8.25% sales tax. There are no service charges or gratuities added to food & beverage or equipment rentals.

Payment

We do not require a deposit with catering. Final payment of all catering charges will be collected following your event, unless other arrangements have been made with management.

Acknowledgement

The foregoing must be acknowledged with signature below, and will become part of your Event Contract.

Client Signature: _____ Date: _____

Organization: _____ Event Date(s): _____

Event Coordinator: _____ Date: _____

Manager: _____