

# the fine print

As the exclusive caterer to the Columbus Civic Center, BCG is committed to the highest standards of quality and service. The following information regarding the catering policies will assist you in planning your catering needs.

## Menu Selection

Our menu package features our most popular items. While they are suggestions, we are quite flexible and would be more than happy to plan alternative menus to meet your needs. BCG sets firm prices 30 days in advance of the event. Quotes given before 30 days of the event are subject to proportionate increases to meet any increased cost existing at the time of the function because of increased cost of merchandise, service labor, or taxes. BCG shall be granted the right to raise prices or make reasonable menu substitutes to cover such costs. All food and beverage functions are subject to 6% Georgia State Sales Tax and 18% Service Charge. Please note that the Service Charge is not a gratuity and is not distributed as gratuity to the employees working the meal.

## Beverage Service

BCG is responsible for the administration of the sales and service of alcoholic beverages in accordance with Georgia Liquor regulations and Laws. Therefore, in compliance with the state law, BCG must supply all liquor, wine and beer served in the Columbus Civic Center.

## Billing and Deposits

We welcome new accounts and BCG requires that credit be established with our corporate accounting department. Full payment must be made prior to the day of the function, unless other credit arrangements have been made. In this event, the balance of the account is then due and payable (15) days after receiving the invoice. Company policy requires a deposit equal to 75% of the estimated total at the time the agreement is signed.

## Services

Our standard banquet service is planned for round tables of ten people. Other service options are available and should be discussed at the time of ordering. China and Glass service is standard on most functions. BCG reserves the right in determining when paper products will be used. Table linens are included with all meal functions and BCG will maintain the food tables. If you decide to choose a linen color that we do not stock, there will be an additional linen charge. Tables requested for non-food functions are not routinely clothed. However, cloths are available for non-meal functions at a charge per table. Our Culinary Team must prepare all food.

## Guarantee

In arranging for food and beverages service, BCG must be notified of the exact amount of guests attending the function at least 3 working days (Weekends and Holidays excluded) in advance for functions under 500 guests and five working days in advance for functions over 500 guests. For seated meal functions, we will provide seating for an additional 5% beyond the guaranteed number (not to exceed 25 people). The guarantee number provided by the patron is the minimum for which the patron will be charged, even if fewer guests attend.

## Removal of Food from the Civic Center

Due to the potential for unsafe storage, transfer and handling, no food purchased from BCG for consumption at a function may be removed from the Columbus Civic Center.

## Item Availability

Due to availability of certain items throughout the year, BCG reserves the right to substitute certain items to meet our standards of quality. There will be a \$500 per item charge for any outside food or beverage brought into the Columbus Civic Center.

## Decoration and Entertainment

Theme decorations, flowers, plants, centerpieces, music and entertainment can be arranged with advance notice at a nominal charge.

## Sampling Policy

No sales of any food or beverage products are allowed in the building. Only exhibitors with booths in the trade show exhibit hall may give away sample portions of the product they manufacture or produce. Sample size must be limited to 3 ounces of beverage and 3 ounces of food. Please advise the Civic Center and BCG of any samples that will be given out.

BCG will do a tasting for your event at the cost of \$50, and for a maximum of 5 people. Please call ahead of time to schedule an appointment if you are interested.

## Lost and Found

BCG does not accept any responsibility for the damage or loss of any merchandise or article left in the facility before, during or following your function. Any items that are found by BCG Staff will be turned over to the Civic Center staff. Patron agrees to be responsible for any damages done to the premises during the period they are under the Patron's control or the control of any independent contract hired by the patron.