



Back Home Catering & Event Center
444 South Mulberry, Elizabethtown, Ky. 42701
Phone (270)737-9973
Fax (270)737-9323

Event Contract and Rental Agreement

Contact Information:

Chrissy Fulkerson / Event Coordinator – chrissy@backhomecatering.com
Linda Fulkerson / Catering Coordinator – linda@backhomecatering.com

A Signed contract and a refundable damage deposit are required in order to confirm that the date will be reserved.

Deposit / Payment

- A refundable damage deposit of \$200 is required to hold date.
- 100% of the estimated final bill must be paid at least 7 days prior to event. Remaining balances must be settled by the conclusion of the event.
- Acceptable forms of payment are cash, credit card, or check.
- Unpaid balances are subject to a fee of \$20 per day until paid in full. Returned checks will be charged a fee of \$50.

Cancellation Policy

- Cancellations outside of 30 days client will be refunded their deposit.
- Cancellations outside of 14 days of event will result in loss of ½ of deposit.
- Cancellations inside of 14 days of event will result in loss of deposit.

Food and Beverage Policy

- A final menu must be submitted at least 7 days prior to the event. Final guest counts are also due 7 days prior. This will be your billed number unless you increase the number of guests and we are able to provide for them.
- For health and safety reasons, buffets will be set up for no more than 2 hours during the event.
- Kitchen facilities are accessible to Back Home Catering host only.
- No outside caterers or food deliveries are permitted on the premises. With the exception of wedding cakes, pot luck, or desserts approved prior to the event by the event coordinator.
- Outside alcoholic beverages are strictly prohibited on the premises. Guests are prohibited from entering or leaving the premises with alcoholic beverages. This is a violation of Kentucky liquor laws and Back Home Catering reserves the right to discontinue service.

Additional Charges

- Back Home Catering charges a 6% sales tax and 2% Elizabethtown city restaurant tax on all food purchased via invoice. All gratuity is greatly appreciated but at the discretion of the client.
- The client or organization assumes responsibility to reimburse Back Home Catering for any damage to the property.
- Clean-up expectations – Banquet hall should be left neat and orderly. All trash to dumpster, floor free of debris, all decorations removed, tables and chairs put back in original order, outside free of debris.
- A walk through will be conducted at the completion of clean up with a Back Home Catering host to ensure that Room 62 is left in satisfactory condition. This is to ensure client may receive a full return of deposit.

Features of Room 62:

Hardin counties #1 caterer on site, complimentary coffee, all tables & chairs are included, room set up of table & chairs, real dishes & flatware, décor for buffet tables, a full service bar, audiovisual services, high speed wireless internet access, DJ and dance area, private onsite parking, Floor plan – 50’ x 30’ at 1500 sq ft banquet room. Smoking is allowed in outside designated areas only.

Room Rental Rates: (Are subject to change at any time)

The Rental Fee for the banquet facility (Room62) is as follows (excluding Corporate Events).

Monday – Thursday	Friday - Sunday
7am to 10am - \$150	7am to 10am - \$200
11am to 4pm - \$250	11am to 4pm - \$350
5pm to 10pm - \$350	5pm to Midnight - \$500

Special all day Discount: Weekends 9am to Midnight- \$850.00

A Back Home Catering host charge will apply only when renting the room without food at a rate of \$10.00 per hour until conclusion of event.

Corporate and Nonprofit Organizations Discount: Weekdays from 7am-4pm a 25% off room rate if catered by Back Home Catering. Corporate meetings and seminars, and nonprofit organizations are not subject to a room deposit.

Rental Options:

- Projection and Screen, Sound system, Cordless Microphone, and Podium - \$50
- Linen Napkins - \$.50 each
- Table linen - \$6 each

The room rental charge ensures an event lasting no longer than time slots mentioned above. Each additional hour will be an extra \$50 weekdays and \$75 weekends, and must be preapproved at least 24 hours before the event begins. Guests must exit the hall within 30 minutes from the conclusion of the event.

Decorations:

No confetti, flower pedals, glitter, sand, bird seeds, adhesives, 3m hooks, screws, staples, pins, tape, tacks, nails allowed on walls, doors, windows, walls, ceiling, and floor. No open flame (except chafing dishes). Magnets are allowed on walls.

Security / Liabilities:

The client (renter) is required to conduct the function in an orderly manner, in full compliance with the Licensee’s (Back Home Catering) policy. Back Home Catering is not responsible for any accidents or injuries sustained by the renter, its employees, or patrons during rental period. The renter is responsible for any damages done to the property on or about any part of the banquet hall (Room 62) premises or theft of property. Back Home Catering and its employees reserve the right to inspect and control private parties, receptions, etc. If a function appears to be getting out of control we will notify the renter or the designated person in charge (PIC) to address the situation and if proper steps are not taken, Back Home Catering reserves the right to stop selling/furnishing alcohol, cancelling the event, or involving proper authorities to aid in the regaining control.

At the conclusion of the event, all personal property including gifts, decorations, etc. must be removed from the event center. Back Home Catering will not be responsible for items left overnight on premises. Under no circumstances may items be left overnight or stored after an event has occurred. Any items left overnight may be at risk of being disposed of.

Room 62 Bar Package and Liquor Policy

The purpose of this policy is to set forth the position of Back Home Catering's Room 62 with regard to alcohol consumption. Our position is that if one chooses to drink alcohol at social events, one should be guided by maturity, restraint and regard for the well being of others. The rules and regulations below have been formulated for the safety of our guests utilizing our room.

1. Anyone under the age of 21 is strictly prohibited from consuming alcoholic beverages on event property. It will not be tolerated.
2. All alcohol must be served to guests by a Back Home Catering bartender. Only Back Home Catering employees will be permitted behind the bar. Bartenders will hold a current certificate of completion of ABC (alcohol beverage control) license.
3. Straight shots are not permitted.
4. The bar must close 30 minutes prior to the end of the event, and in any case, no alcohol may be served after 11:30pm.
5. Any individual who chooses to consume alcohol is strongly encouraged to refrain from driving and to designate a driver who has not been drinking.
6. It is the policy of Back Home Catering's (room 62) to discontinue an event if we believe individuals are becoming overly intoxicated or unruly. Law enforcement will be contacted if necessary.
7. All alcoholic beverages must be purchased from Back Home Catering. Outside alcohol is strictly prohibited. Under no circumstance can any alcoholic beverage enter or leave event property. Violators will be removed from the property and face penalty in accordance with Kentucky Law.
8. Back Home Catering reserves the right to refuse service to any person who is intoxicated from the use of alcohol.
9. Back Home Catering reserves the right to hire security for any alcohol related events at a rate of \$20 per hour.
10. Bar Set-up Fee - \$100 to include bartender, set up and clean-up of bar area.
 - A full-service bar is available for Clients who wish to offer alcoholic beverages to their guests. We offer beer, wine, liquor, and sodas which can be customized any way you like. Back Home Catering can order specific product desired for your event or choose from our selections.
 - Open Bar – Client pays Back Home Catering 100% of the alcohol and gratuity.
 - Open Bar with limits – Pre-pay Back Home Catering a percentage of the alcohol sales and when desired limit is reached, the bar could either close or go to a cash bar.
 - Cash Bar – Guests will pay the bartender individually for their drinks.

Charges:

Refundable Damage Deposit	\$200.00
Room Fee	
Additional Hours	\$50/\$75
Projection & Screen	
Sound System, Microphones, and Podium	\$50.00
Back Home Catering Host	\$10 per hr
Table Linens	\$6.00
Linen Napkins	\$.50
Cash Bar	
Open Bar (15% gratuity included)	
Open Bar with limits	
Gratuity	
Bar Set-up Fee	\$100.00
Coffee (free)	
Special Requests	
Total:	

I have read, understand, and agree to all conditions set forth in this contract, as well as those laid out in the Rental Policies. This agreement is not negotiable.

Client's Signature: _____ Today's Date: _____

Print Name: _____

Type of Event: _____

Contact Number: _____ - _____ - _____ Email Address: _____

Mailing Address: _____

PIC (person in charge at event) _____

Time Slot: _____ Event Date: _____ - _____ - _____ Estimated Number of Guests: _____

Finalization of all event details due on or before: _____ / _____ / _____ (7 days prior)

100% payment of final invoice and final contract due _____ / _____ / _____ (7 days prior)

Back Home Catering's Signature: _____ Date: _____

Desired Room Arrangements:

- Back Home Catering will arrange Room 62 for your event.
- 8 ft. rectangular tables, 6 ft. round tables and padded chairs are available.

Special Requests