



Smokejumper Catering Policies

To ensure booking your event, please read and sign the attached Catering Policies. You may email a copy to catering@smokejumperstation.com, or mail a copy along with the above deposit amount to:

The Flying Ace, LLC
2850 Mercer Loop, Box 5
Helena, MT 59602

Guarantees on Number of Guests:

Food, beverage and add-on items charges based on guest count will be based on the Client's final guarantee. Final guest counts are due no later than one week before the date of the event. If no final guest count is received, we will use the number of guests used in the attached proposal. If the guaranteed guest count falls below 70% of the proposal guest count, the price per guest may be increased. We will make every effort to accommodate any last minute increases in the guest count, but cannot guarantee and changes within 7 days of the event.

Staffing:

Our proposal includes staffing beginning at the starting time through final cleanup of the event. Overtime is billed at the rate of \$15.00 per hour. No overtime will be incurred if the event ends on schedule. We reserve the right to increase or decrease the number of staff if the guaranteed guest count is 10% higher or lower than the number included in this proposal.

Deposit & Cancellation Policy:

VENUE: A deposit of 100% of the venue invoice is due upon receipt.

FOOD & RENTAL ITEMS: A deposit of 50% of the total estimated food and rental Amount is needed to confirm the booking of this event. Deposit refunds on cancellations are handled as follows –

- Notice over 30 days prior to event: full refund of deposit except \$200 non refundable Venue deposit
- Notice 10 to 29 days prior to event: 50% refund of deposit
- Notice less than 10 days prior to event: no refund of deposit

Final Payment:

Clients will be billed for the balance due the following business day after the completion of the event.. The invoice amount is due upon receipt.

If paying by Credit Card a 3% Credit Card payment fee for all credit card payments will be added to the final balance.

Upon review and acceptance of the proposal and our catering policies, please sign below and return this document with your deposit.

Smokejumper Station

Client

Date

Date