**Broadway Diner Policies**

**Menu Selection and Pricing**

One month in advance, all menu selections including appetizer, desserts you may want to order and details for your event must be established with a sales representative. A firm guaranteed count is due one week prior to the event. The number of guests may increase (within reason) up to 3 days before the function. Due to fluctuating wholesale prices, Broadway Diner Catering cannot guarantee menu prices. Prices are subject to change without notice.

**Delivery**

We have a minimum order of 25 people for all serviced events (for weddings the minimum number of people is 50). We do not charge any delivery charges for caterings in Baraboo area. For caterings outside our local area there is a fee of $20 per hour of delivery time and $.50 per mile. Pick up caterings will be charged a fee to cover the cost of disposable ware.

**Deposit/Cancellations**

Broadway Diner Catering requires an advance deposit with definite booking. A $500 non-refundable deposit is required to reserve our services for a catered event. For business caterings, we require 4 business days’ notice to cancel any order. If the cancellation is less than two days in advance, the client is responsible for full payment of the order. Unused items are not returnable for refund.

**Payment**

Broadway Diner is able to accept Cash, Direct Checking or Savings payments through merchant services, VISA, MC and Discover. Full payment is due 3 days prior to any event. If paying with credit card a 3% service charge will be added. For corporate clients, direct billing arrangements can be established at the time the function is booked. Tax exempt status must be established at the time of booking. Groups requesting state tax exemptions must submit a copy of their tax exemption certificate prior to a scheduled event by mail or email to broadwaydinereats@gmail.com

**Services & Rates**

When our services and staff have been hired for your event, we require all food to be provided by Broadway Diner Catering unless approved by the catering manager. Broadway Diner prepares an abundant amount of food to ensure that your last guest received the same quality as your first guest. All food, beverage, equipment and other services are subject to an 20% service charge and 5.5% state and local sales tax. Wisconsin state law requires that tax be added to all food and service charges for catering functions.
**Disposables**

The price of all entrees includes high quality, heavy grade, disposable plates, disposable silverware and disposable napkins.

**Equipment Rentals**

We can accommodate china, flatware and linen. The price per china place settings is $3.00 per guest. The price for linen tablecloths is $5.00 each. Linen napkins are available for $.75 each. We deliver all hot entrees in chafing dishes. For every event we will either stay during events or we may choose to return later to pick up our equipment and any leftovers. The client is responsible for lost, damaged or broken pieces.

**Left-over Policy**

If the event is staffed by Broadway Diner Catering and if requested in advance, service staff will package those leftovers that are still within the safety parameters set forth by the health department. This applies only to Buffet Style meals, not to Plated entrées. Broadway Diner Catering must provide all containers, film and foil for wrapping these items for a $25.00 fee. A disclaimer must be signed in advance by both parties stating Broadway Diner Catering will be held harmless for the quality and condition of said food after it leaves our care. For all drop off catered events, acceptance of the order by the customer releases Broadway Diner from all claims and liability of food borne illness at any time following the point and time of delivery. Broadway Diner recommends that you never restore any food item that has not been completely used during the time it was intended.

**Cake Service**

Broadway Diner provides cake cutting and serving at a rate of:
$2.00/person includes china and silverware
$1.50/person includes disposable plateware and disposable silverware
If you are bringing and cutting your own cake or other desserts you are responsible for your own disposable plates and forks.

**Reserving the Diner**

Have your party in our authentically restored 1954 diner! Broadway Diner can be reserved during non-business hours. Minimum charge and/or room rates may apply. Please call for availability. All food must be purchased through Broadway Diner Catering; with the exception of wedding, birthday or anniversary cakes. If you are bringing and cutting your own cake you are responsible for your own disposable plates and forks.