

BROADWAY DINER POLICIES

Deposit, Payments, & Cancellations

A \$500 non-refundable deposit and a signed contract are required to reserve our services for all catered events. We accept cash, checks, and all major credit cards (3.5% fee applies). Full payment is due 3 days prior to your event.

Menu Selection and Pricing

Unless approved by your event planner, all food must be provided by Broadway Diner Catering. Final menu choices including any appetizers or desserts are due 1 month prior to your event. The final guest count is due 2 weeks prior to the event. You may increase your count to 3 days in advance. Due to fluctuating wholesale prices, Broadway Diner Catering cannot guarantee menu prices. Prices are subject to change without notice.

Delivery and Guest Count Minimum

We have a minimum guest count of 35 guests for all serviced events excluding wedding/formal events where the minimum number of guests is 50. For catering outside our local area there is a trip charge of \$25 to \$100 based on the distance to and from the catered event.

Food Allergies

All food is prepared in a commercial kitchen that handles peanuts, tree nuts, fish, shellfish, eggs, dairy, soy, and wheat regularly. If food allergies exist, please speak with your event planner about available options.

Left-over Policy (Buffet style only)

If requested in advance and on-site refrigeration is available, Broadway Diner Catering staff will happily package leftovers that are still within the safety parameters set forth by Public Health Sauk County. This applies only to Buffet Style meals (Fiesta Buffet is excluded). Broadway Diner Catering staff will provide and package the leftover items for a \$25.00 fee.

Equipment/Linen Rentals

High quality disposable plateware, flatware, and napkins are included in the price of all buffets.

China place setting- \$3/guest (includes dinner plate, fork, and knife)

- **\$1/guest** fee applies for china rented/purchased elsewhere.

Tablecloth Linens- \$5/linen (round or rectangle length available in white, ivory, or black)

Napkin Linens- \$1/napkin (variety of colors is available, reach out to sales rep)

We can accommodate an additional buffet line only upon request. Additional buffet fee is an additional \$5/guest fee to accommodate the use of more equipment and the additional staff needed.

Services Charge

A 20% gratuity/service charge is applied to all final invoices for all catered events. All invoices are subject to 5.5% local tax. If your group is Tax exempt, please let your Sales Representative know (documentation is required).

Cake Service

Broadway Diner provides cake cutting and serving at a rate of:

\$2.00/guest 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, except for wedding or birthday cake.