



Policies & Procedures

Menu Selections & Pricing

Unless approved by your event planner, all food must be provided by Broadway Catering. Final Menu Selections are due 1 month prior to the event. Final guest count is due 2 weeks prior to the event. (All Vendors/venue staff must be included in final count) Due to fluctuating wholesale prices, Broadway Catering cannot guarantee menu prices until 30 days prior. Updated pricing is reflecting online.

Delivery

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

Deposits, Payment, & Cancellations

A \$500 non-refundable deposit & Signed Contract are required to reserve our services. We accept cash, check, & all major credit cards (3.5% fee applies). Full payment is due 3 Business days prior to the event.

Food Allergies

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

Left Overs (Buffets Only/Fiesta Buffet Excluded)

If requested in advance & on-site refrigeration is available, Broadway Catering staff will happily package leftovers that are still within safety parameters set forth by Public Health Sauk County. To utilize the leftovers option this must be done only by the Broadway Staff. (customers cannot handle equipment)

Equipment Rentals

High quality disposable plateware, flatware, & napkins are included with buffets.

China Place Setting- \$3/guest

Buffet Style- Includes Dinner Plate, fork & knife)

Plated Dinner-Includes Salad & Dinner Plate, 1 Fork & 1 Knife

Linen Rentals:

Linen Napkins- \$1/napkin (available in variety of colors)

Tables Linens- \$5/linen (available in black or white/Rectangular or round)

Add On Option:

2nd Buffet line: (recommended on larger events)

\$5/guest fee to accommodate the use of more equipment and the additional staff needed.

Service Charge

All food and beverages, rental equipment & other services are subject to a taxable 22% service charge and applicable taxes. All invoices are subject to a 5.5% local tax rate. Groups requesting a tax exemption must submit a State of Wisconsin tax exemption form with the tax-exempt number prior to the scheduled function.

Cake Cutting Service

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

\$2.00/guest includes disposable plateware, napkins and 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

Host your party at our authentically restored 1954 diner! Broadway Diner can be reserved during non-business hours. Please call for availability. All food must be purchased through Broadway Diner Catering, except for wedding or birthday cake.