

ESTABLISHMENT CONTRACT

This establishment contract will act as confirmation of the arrangements made between _____ (a St. Norbert College Organization) and _____ (an off-campus establishment).

Date of event _____ Times _____ to _____

Type of event _____

Number expected _____ Final guarantee date _____

Cost (include gratuity and all tax) \$ _____ per _____

Cost covers (i.e., dinner, rental, etc.) _____

Additional charges (bartender, include guarantee, deposit, clean-up costs, etc.) _____

Billing process _____

Alcohol Provisions: Cash Bar Other _____

Room set-ups and facilities available (pool, bar, banquet room) _____

Menu _____

Type of service (buffet, waitress, family style) _____

Clean-up procedure _____

Other _____

The undersigned hereby accept the stated agreement.

Organization President' Name

Establishment's Representative

Signature

Signature

Address

Title

Date

Date