

~ General Information ~

Please Take Your Time and Familiarize Yourself with Our Policies

Proof of the Pudding by MGR, Inc. has the exclusive catering contract with the Gwinnett Center and sole distribution rights of food and beverage within the facility and grounds.

Menus

Menu selection and other details pertinent to your function should be submitted to the catering department at least one month prior to the function date. The Catering Sales Manager handling your event will assist you in selecting the proper menu items and arrangements to ensure a successful event. Because every event varies in purpose, detail and budget, we are happy to offer custom menu planning to meet your particular needs or theme.

Guarantees

A guaranteed number of attendances is required (3) business days, before the date and time of the function. (A business day is defined as Monday-Friday.) If the final guarantee is not received as stated, Proof of the Pudding reserves the right to charge for the number of persons specified on the contract. The guarantee is not subject to reduction after the guarantee deadline.

Pricing

Prices quoted do not include 20% Service Charge or 6% Sales Tax unless otherwise noted. Due to market fluctuations, prices are subject to change up to 60 days before the Event at which time confirmed prices may be quoted. The following prices are effective as of July 1, 2005.

Labor Charges

Additional servers may be requested over and above our normal staffing minimum for your event. The charge is \$25.00 per hour, per server, with a four-hour minimum. Charges for specialized services such as carvers, chefs, and bartenders are noted on the menus.

There will be an additional \$75.00 service charge on all events involving food service with a guarantee of less than thirty people.

Any unusual service requirements, such as late night and holiday events, will incur additional labor charges of 12%. These will be discussed with you when your function is being planned.

Contracts & Deposits

An initial non-refundable deposit in the amount noted on the catering letter of agreement is due, with a signed copy of the contract. When contracts are issued within 14 days of the event, we require 100% Prepayment and execution of the contract. The signed contract, stated terms, addendums and

specific function sheets constitute the entire agreement between the client and Proof of the Pudding.

Banquet Event Order & Payment

A signed copy of the banquet event order (BEO) outlining catering and event functions requests must be returned to Proof of the Pudding 14 days before the event, along with your full payment. Your final guarantee is due (3) business days before your function. Any variation from your original charges will be due 14 days before the event with your final guarantee. Accepted methods of payments are cash, certified check, credit card and company check.

Cancellation

Cancellation of contracted services must be made in writing a minimum of four weeks prior to the scheduled function. If the event is canceled less than four weeks to 72 hours prior to the event, a fee of 50% of the total estimated services will be charged. Any event canceled less than 72 hours prior to the event will incur 100% of the estimated charges.

If an event is canceled with the mutual consent of Proof of the Pudding and client due to inclement weather or other mitigating circumstances, only the actual expenses of food and labor incurred by Proof during preparation will be charged.

Holiday Business

Due to the demand of catering service during the holiday season, our deposit and contract policy is modified for this special time of the year. The Catering Sales Manager will discuss contract and deposit policies for the holiday season with you.

Property Damage

Proof is responsible for the quality and freshness of its food. Due to the current health regulations, food may not be taken off premises after it has been prepared and served.

However, as a participant with the Atlanta Community Food Bank, excess prepared food (not served) is donated to Atlanta's Table under regulated conditions and distributed to agencies feeding the needy.

Beverage Service

We offer a complete selection of beverages to complement your function. Please note that the State Liquor Control Board regulates alcoholic beverages and service. Proof of the Pudding, as licensee, is responsible for the administration of the regulations.

- No alcoholic beverages may be brought onto the premises from outside sources.*
- We reserve the right to refuse alcoholic service to intoxicated or underage persons.*
- No alcoholic beverages can be removed from the premises*