

Red Hen Event Catering

Presentation, Menu & Pricing

- Base pricing is \$55 per person for family-style meals; dessert can be added for \$10 per person. This pricing is exclusive of sales tax and 10% service charge going directly to staff. Additional dishes may be added starting at \$10 per person per selection.
- Final payment may NOT be divided into separate checks. Visa, MasterCard, Discover and AMEX are accepted means of payment.
- Menu selections will be made with the initial contract and finalized one week from the event. Minor adjustments can be made up to 48 hours prior to the event by speaking directly with the catering event coordinator. Any changes must be confirmed verbally with the coordinator before considered complete. Menu changes made within 24 hours are subject to availability.
- 72 hours' notice is required for cancellation.
- A 25% deposit is required upon signing of contract.
 - The deposit will be applied to the final bill.
 - The deposit is fully refundable up to 72 hours before the event. Within 72 hours of the event, the deposit cannot be refunded.
- For groups up to 15, meals are provided as family-style boxed dishes.
- For groups larger than 15, meals are provided family-style in disposable aluminum containers. Chafing dishes are available for rental at \$20 per chafer. Chafing dishes must be returned within 48 hours after the event.

Wine & Spirits Package

- Within allowance of local regulations, we may assist with providing wine, cocktails and other beverages for your event. Our beverage managers will create an offering for approval upon request.

Scheduling, Pickup & Delivery

- In most cases, food will be picked up on the day of the event at a time to be agreed upon at contract.
- Delivery may be available if needed and will be subject to a fee determined by the delivery provider. We will work with the event organizer to facilitate.

Allergies & Food Restrictions

- Event organizer should make every effort to provide all information pertaining to guest allergies by the time of contract signing.
- Allergy information provided within 1 week of the event may not be accommodated.

**The Red Hen, 1822 1st St. NW, Washington D.C. 20001 202-525-3021 info@theredhendc.com.
Please contact our General Manager, Joe Quinn (joe@theredhendc.com), with any questions**

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DISCLAIMERS

You hereby agree to indemnify and hold harmless The Red Hen from and against any and all liabilities, claims, expenses, losses and damages (including reasonable attorney's fees and costs arising out of or related to your guests' negligence or willful acts, including but not limited to the destruction of property or bodily harm caused by the consumption of alcohol products).

This agreement will be governed by the laws in effect in the District of Columbia without regard to its choice of law principals in the contrary. Neither party will commence or prosecute suit, proceeding or claim to enforce the provisions of this Agreement, nor otherwise arising under or by reason of this Agreement other than in the federal and state courts situated in Washington, D.C. The parties hereby consent to the jurisdiction and venue of such courts in connection with any action arising under or in connection with this Agreement.

This agreement, together with the Exhibits (e.g. menus, etc.) that are incorporated herein by this reference, constitutes that the entire agreement between the parties with respect to the subject matter hereof, and may not be modified except by a writing signed by both you and a The Red Hen manager.

This agreement may be executed in any number of counterparts and each such counterpart will be deemed an original instrument, but all such counterparts together will constitute one agreement. To expedite the process of entering into this agreement, the parties acknowledge that executed copies of this agreement transmitted by email or fax will be equivalent to original documents until such time as original documents are completely executed and delivered.

Execution of Contract

I/We have read and agree to the terms and conditions of The Red Hen's private event contract. This contract shall be accompanied by a personalized menu form and party specifics to review.

EVENT NAME/DESCRIPTION:

PROPOSED BY:

DATE & TIME OF EVENT:

LAST DAY DEPOSIT IS REFUNDABLE:

CLIENT NAME:

CLIENT PHONE & EMAIL CONTACT INFORMATION:

CREDIT CARD NUMBER, EXPIRATION & SECURITY CODE:

CLIENT SIGNATURE:

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