

# *Regency*

*Banquet, Meeting & Reception Hall*

*3311 Fox Ridge Lane*

*Muncie, Indiana 47304*

*(765) 288-0388 Fax (765)288-0388*

## Food and Beverage Contract

1. **Date of Agreement:**    \_\_\_/\_\_\_/\_\_\_
2. **Date of Event:**        \_\_\_/\_\_\_/\_\_\_
3. **Time of Event:**        \_\_\_\_\_
4. **Type of Event:**        \_\_\_\_\_
5. **Number in Party:**        \_\_\_\_\_
6. **Food Requested:**
  - Meats:**                    \_\_\_\_\_
  - \_\_\_\_\_
  
  - Sides:**                    \_\_\_\_\_
  - \_\_\_\_\_
  
  - Bread:**                    \_\_\_\_\_
  
  - Salad:**                    \_\_\_\_\_
  
  - Desserts:**                \_\_\_\_\_
  
7. **Beverage Package:**    \$3.95 per person: \_\_\_\_\_ **Number of people**  
    \$225.00 per Domestic Keg: \_\_\_\_\_  
    **Champagne:**                \_\_\_\_\_  
    **Wine:**                         \_\_\_\_\_

8. Linens: Color: \_\_\_\_\_ Sizes: \_\_\_\_\_ How many: \_\_\_\_\_

9. Linen Napkins: Color: \_\_\_\_\_ Sizes: \_\_\_\_\_ How many: \_\_\_\_\_

TOTAL PRICE: \$ \_\_\_\_\_

*The Regency is neither liable, nor responsible for any Food brought into or taken out of the facility. Furthermore, the Regency must have the Food and beverage contract signed and turned in 2 weeks prior to the event. No changes will be accepted after that unless approved my management. Half of Food and Beverage payment is due at signing, and the final payment 1 month before the event. The Outside Catering charge 10% to be paid in full 1 month before the event. The Regency has the right to refuse any Caterer.*

Patron Signature: \_\_\_\_\_ Name Printed \_\_\_\_\_

Patron Printed: \_\_\_\_\_ Organization \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Management Signature: \_\_\_\_\_ Name Printed \_\_\_\_\_