

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**

\$275.00 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 is 5% 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 _____