

Contracts, Payments and Deposits

You will receive a Catering Contract and a separate event order for each individual service. The signed contract(s) and event order(s) must then be returned to Utah Food Services ten (10) days prior to your first event. Clients booking short-term events must review, sign and return event orders upon their receipt. UFS requires a 75% deposit of the total estimated Food and Beverage charges 30 days prior to the event. The balance is due 72 hours prior to the event. After 30 days the account is past due and will be subject to interest charges at the rate of 1.5% per month. If collection is made by suit or otherwise, the client pays collection costs and attorney fees. For invoices in the amount of \$10,000 or more, which are paid by credit card, UFS will pass along the credit card transaction fee to the client. The fee will be calculated on the total invoice. If your organization is tax exempt please provide the tax-exempt number at the time of booking the event.

Guarantees and Cancellation Policy

Utah Food Services requires a final attendance guarantee for each meal function by the following schedule:

- Events up to 500 people require the final guarantee three (3) business days prior to the first event.
- Events between 501-2500 people require the final guarantee five (5) business days prior to the first event.
- Events of 2500+ people require the final guarantee seven (7) business days prior to the first event.

Once the final guarantee is received, the count may not be decreased. Utah Food Services will prepare meals for 5% above the guarantee or for 50 guests, whichever is least. Vegetarian meal options will be provided for all hand-served meals. Utah Food Services will make every attempt to accommodate increases in your count after the final guarantee is received, however, any increase exceeding 5% of the final guarantee will be subject to a 10% surcharge. Any requests to increase the count within 24 hours of the event are subject to a 50% surcharge per person. Cancellation of events within three days of the event will result in a cancellation fee of 50% of the estimated food and beverage charges. Events cancelled within 48 hours of the event are subject to a 100% cancellation fee.

Exclusivity

Utah Food Services retains the exclusive right to provide, control, and retail all food and beverage services throughout the Salt Palace Convention Center and the South Towne Expo Center including catering, concessions, novelties, the sale of alcohol and non-alcoholic beverages. Please note that no food or beverages of any kind may be brought into these two facilities without written permission from Utah Food Services. Requests for importing food or beverage are subject to Utah Food Service's discretion and may be subject to a revenue displacement fee.

All services are subject to 20% gratuity and applicable sales tax

