



## Banquet/ Private Party Contract

### Contact Info

Depot Event Coordinator \_\_\_\_\_

Today's Date \_\_\_\_\_ Event Date: \_\_\_\_\_

Client Name/Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Day Of

Set Up Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Eat Time: \_\_\_\_\_

Estimated Guest Count \_\_\_\_\_

If a music genre is desired, indicate here: \_\_\_\_\_

If the use of the TVs is desired, check here:

**A \$100 Deposit is Required Upon Signature of the Contract (non-refundable)**

**The Full Balance will be due at the end of the event.**

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Depot Event  
Coordinator Signature \_\_\_\_\_ Date: \_\_\_\_\_

The After 26 Depot Cafe  
127 W. Cass St  
Cadillac, MI 49601  
(231) 468-3526  
after26depot@gmail.com

## **General Guidelines**

The After 26 Depot Facility is available for after-hours or on Mondays. Events can start at the earliest of 3:00 pm. Typically, the events will end, no later than 9:00 pm, unless prior arrangements are made. Banquet Menu must be finalized no later than 2 weeks prior to the event. Prices are subject to change but are guaranteed 60 days prior to the event.

All communication regarding your event must be made through the event coordinator by calling (231) 468-3526 or emailing [after26depot@gmail.com](mailto:after26depot@gmail.com). This includes information regarding facility use, room setup, event planning, menus, and billing. The exact count of guests must be finalized two weeks prior to the event. Damages to the property will be the sole responsibility of the client. The Depot may not be held responsible for lost or stolen items.

## **Food/Beverage/Facility Use**

Food pricing will be based on the Banquet Menu prices. Facility services have a 20-guest minimum (if you are wanting less than 20 guests, you will still pay for 20 guests). You will receive \$100 off of the room rental fee if you use our food!

You are allowed to bring in your own alcohol for private events **ONLY**, however, our staff is completely hands-off in serving it. If this is a ticketed event, or there is a consideration at the door, please contact your Depot Event Coordinator. If you are hosting a private event, we require a Certificate of Liability for Liquor under your homeowner's policy. Where you will have The After 26 Depot Cafe listed as an additional insured. You will need to provide a copy of it on the day of your event. Alcoholic beverages may not be consumed outside of The After 26 Depot Cafe's property.

## **Facility Use ONLY**

If we are not supplying the food our staff would be completely hands-off for setting up, cleaning, serving, etc. If you are choosing to bring your own food, the room rental fee is \$250.

## **Audio/Visual**

The Depot can provide background music of your choosing. As well as PowerPoint use on our 3 in-house televisions.

## **Decorations and Materials**

Decorations must conform to all fire regulations. No open flames are allowed. Staples and nails are not permitted in the facility. Tape is okay to use! All decorations and materials must be removed at the conclusion of the event.

## **Payment Policy**

A \$100 deposit is required upon signature of the contract and is non-refundable. Complete payment is due after the event is finished. The person signing this contract assumes responsibility for 100% of the charges incurred at the event. Per your final guest count, you will be responsible to pay for 90% of the guest count, even if the number that shows up is less.

## **Cancellation Policy**

If the event is canceled 2 weeks prior, there will be a \$250 cancellation fee and you will not get your \$100 deposit back.

**Liability/Damage**

The After 26 Depot reserves the right to inspect and control all private functions. Liability for, and damage to, the premises will be the responsibility of, and charged to, the sponsoring person or organization. The party in charge of the function is responsible for the conduct of all that attend. The After 26 Depot will not assume responsibility for the damage or loss of any merchandise or articles left in the facility prior to or following the event. Arrangements for the security of exhibits, merchandise, or articles set for display can be made prior to the event. The After 26 Depot may require a property damage deposit for various functions. Any non-compliance with the terms and conditions contained in this contract made by the signer will void the said contract and shall release the After 26 Depot from the liability created by said contract. Any additional charge incurred during the event, after management has notified the responsible parties of the charges, will be the responsibility of the signer of this contract.

**Contract Signatures**

I have read and agree to the policies and all aspects of this contract.

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Depot Event**

**Coordinator Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Cadillac, MI 49601  
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## **Banquet Menu**

**We offer appetizers for \$4.75 per person:**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| *Cheese and Cracker Tray | *Bruschetta Toast Rounds | *BBQ or Swedish Meatballs                 |
| *Fruit Tray              | *Vegetable Tray          | *Stuffed Mushrooms<br>(\$5.75 per person) |

### **Main Course Options**

**Italian Buffet (\$23.00 per person) with Salad (\$25.50 per person)**

**Includes:**

- |                 |               |                  |            |
|-----------------|---------------|------------------|------------|
| *Lasagna (Meat) | *Garlic Toast | *Chicken Alfredo | *Vegetable |
|-----------------|---------------|------------------|------------|

**Taco Buffet (\$22.00 per person) with Shredded Chicken (\$25.00 per person)**

**Fixings Include:**

- |              |                 |                |                  |                   |
|--------------|-----------------|----------------|------------------|-------------------|
| *Soft Shells | *Tortilla Chips | *Refried Beans | *Spanish Rice    | *Taco Met         |
| *Lettuce     | *Tomatoes       | *Onions        | *Shredded Cheese | *Sour Cream/Salsa |

**2 Meat, a Starch, and Vegetable Buffet (\$27.25 per person)**

**Includes:**

- |        |                           |
|--------|---------------------------|
| *Salad | *Dinner Rolls with Butter |
|--------|---------------------------|

–Can be plated or buffet style

**Meat Examples:**

- |                   |                         |   |                                |
|-------------------|-------------------------|---|--------------------------------|
| *Sliced Beef      | *Chicken Marsala        | *Oven Roasted Turkey Breast               | *Pork Tenderloin               |
| *Honey Glazed Ham | *Lemon Pepper Baked Cod | *Beef Stroganoff with<br>Homemade Noodles | *Prime Rib<br>(Market Pricing) |

–We also have vegetarian options available

**Starch Options:**

- |                               |                        |             |
|-------------------------------|------------------------|-------------|
| *Mashed Potatoes and<br>Gravy | *Herb Roasted Redskins | *Rice Pilaf |
|-------------------------------|------------------------|-------------|

**Vegetable Examples:**

- |                 |                        |                   |
|-----------------|------------------------|-------------------|
| *Glazed Carrots | *Green Beans Almandine | *Mixed Vegetables |
|-----------------|------------------------|-------------------|

**Wraps (\$7.25 per person)**

- |       |                 |                 |                    |
|-------|-----------------|-----------------|--------------------|
| *Club | *Chicken Caesar | *Ham and Cheese | *Turkey and Cheese |
|-------|-----------------|-----------------|--------------------|

–Available on a couple of platters with mixed sandwiches

–We can also do these on a focaccia square instead of a wrap

We can also provide pricing for dessert or you are welcome to bring your own.

**All Prices Non-Alcoholic Beverages**

++20% Service Charge and Tax Not Included in these prices

\*All prices subject to change