

# Mr. D's Bar & Grill

5622 Grand Avenue Duluth MN 55807 218-624-4178

## BENEFIT POLICIES AND GUIDELINES

A non-refundable \$200.00 charge is required at the time of booking to reserve the room. This fee includes set up, tear down, clean up and misc. utilities and garbage. If you cancel event, we will refund only if the room is rebooked. **In addition, a reasonable gratuity is expected for the cook which is a minimum of .50 per serving of food that is prepared.**

**Customer Pricing notice-** A customer service charge is applied to all room rental and catering sales. **Cash Discount-** we will provide an immediate 3% discount on the service charge if paying by cash. **All prices advertised on this contract and our catering menus are cash prices only.**

**All donated food must be dropped off three days prior to event.** All meat or meatballs **must** be precooked. If garlic bread is donated, it must be cut and prepared off premises prior to event. **Due to insurance policies, no one is allowed in our kitchen.**

**There is a maximum two hour serving time.**

Here is a guideline for meal: 3 one gallon cans of sauce = 50 people 10lbs of noodles = 50 people  
2-3 meatballs per person One slice of garlic bread per person

If you wish for Mr. D's to provide the meal the charge would be \$7.00 plus tax per plate that includes all food, plates, napkins, silverware, etc. If we are to provide the food, we need a guaranteed number one week prior to event. We will charge for guaranteed number plus any additional plates we serve. This amount is also due the day of the event. There will be a .50 charge for each to go container that is used.

**VOLUNTEERS** You must provide 3-6 volunteers to serve the food (3 servers per hour). They will be shown the correct portions to give to make sure everyone has a meal. 2 volunteers are also responsible for clearing tables. Volunteers will also be needed to sell and take tickets, monitor silent auction if necessary, 1 in charge of game of skill if needed and one volunteer to MC the event.

Only coffee, punch, lemonade and milk can be brought into establishment. All other beverages must be purchased through Mr. D's.

**Leftovers** - There are two options. You can take any food that is not used but you must provide your own containers. Or you may choose to leave the food for another benefit unable to get donations.

There are to be **NO RAFFLES.** A game of skill is required by the state of Minnesota for all prize giveaways. A game of darts is the most popular and our staff will explain how it works.

**MINORS** If benefit is in banquet room only, all minors must stay in the room. If it is in the main bar, anyone under 21 must be with a parent at all times. Minors are not allowed to play any bar games.

**No unsupervised minors will be tolerated.** All minors must vacate building by 9 pm.

If you will be having a band play the benefit, there will be a charge if production is needed. Mr. D's will have final approval of the type of music to be played. No heavy metal is allowed.

Contact name\_\_\_\_\_

Date of event\_\_\_\_\_

Contact phone\_\_\_\_\_

Start time\_\_\_\_\_ Serve time\_\_\_\_\_

Person who benefit is for\_\_\_\_\_

Amt paid\_\_\_\_\_ Date\_\_\_\_\_