



CATERING AGREEMENT

Thank you for choosing Bourbon & Baker for your upcoming event. Please review, sign, provide the necessary payment and return this agreement to catering@one-egg.com. If you have questions, please call 785.320.4959 and choose option 3 or email us at catering@one-egg.com.

PLATING

All orders will be plated on high quality disposable bowls and platters. Plating on alternate platters and bowls may be available with advanced notice and may be subject to an additional plating charge.

CONFIRMATION

Confirmations are required 72 hours in advance of the event start time. Orders are considered confirmed once the signed and completed catering agreement is returned with payment information to catering@one-egg.com.

CANCELLATIONS

Cancellations are requested to be submitted by email to catering@one-egg.com. Cancellations received 72 hours or more in advance of the event time and date will not be charged a cancellation fee. Cancellations received less than 72 hours from the event time will be charged 50% of the order subtotal. Cancellations are not allowed 24 hours or less from the event time and date.

CHANGES OR MODIFICATIONS

Changes or modifications to an order are welcomed when communicated more than 72 hours in advance of the event. Our team will make every reasonable effort to accommodate requested changes or modifications, but we cannot guarantee all requests can be accommodated. Changes or modifications requested within 72 hours will be accommodated to the best of our ability.

LOCATION

Confirmed orders will be prepared and ready for pick up at Guilty Biscuit: 3033 Anderson Ave. Manhattan, KS 66503.

SALES TAX

Sales tax is 8.95% on food and non-alcoholic beverages. Tax on alcoholic beverages is 10% (subject to tax rates current at the time of the event, if it happens to change).

PICK UP ORDERS

Pick up orders will be ready at the requested pick up time. Please either call 785.537.6800 for curbside pick up or come inside and check in with our team. If you are running late for the scheduled pick up time, please let us know and the team will make every reasonable effort to keep your order at the correct temperature and preserve food quality.

DELIVERY CHARGE & EXPECTATIONS

A delivery charge of 5% of the order subtotal will be added to the order. Our team will deliver within a 5 mile radius of Guilty Biscuit, located at 3033 Anderson Ave. Manhattan, KS 66503. Delivery locations outside of a 5 mile radius will be available on a limited basis and will be subject to a 1% per mile additional charge. Upon arrival to your location, the team will unload the order and set it in a designated location while double checking the order has arrived in its entirety. The team will not be able to attend to other set up or space arrangements. If you would like on-site service, please look at our Service section of the menu for details.

PAYMENT

Payment can be made by cash or credit card and will be processed at Guilty Biscuit on the day of the event. Personal checks will not be accepted. If paying with a credit card, your charge will read "TST* GUILTY BISCUIT" on your credit card statement.

ON-SITE SERVICE 20% FEE

Our team will deliver, set up food at the designated location, attend to the food during the event and clean up the food related items after the event. This service is for up to 4 hours of total time, including delivery, set up and clean up time.

ON-SITE SERVICE FOR BARTENDERS & SERVERS

Based on availability, the team can provide guest-focused service and trained bartending service. The fee is a range from \$30 to \$50 per server or bartender per hour requested. We generally recommend and ask that there is one bartender per 75 guests and one server per 50 guests. The team will arrive 30-45 minutes prior to the start of the event and stay to help clean up food and beverage-related items for up to 60 minutes past the end of the scheduled event time.



PLEASE SIGN & RETURN TO CATERING@ONE-EGG.COM

First Name _____ Last Name _____

Name of Company _____

Event Date _____ Event Start Time _____ Event End Time _____

Pick Up Delivery Arrival Time _____ Total Charge _____

Signature of Guest _____

Signature of Bourbon Management _____