



Catering Guidelines for IN-HOUSE Caterer

Contract to be signed and the room rental fee to be pre-paid by client upon booking.

NO security deposit is required.

The caterer takes full responsibility for clean up and trash removal. We have a standing contract with our in-house caterer which guarantees this practice.

Menu Selection:

The Ramada Sales Manager handles all finalization of details including the menu selection and providing our in-house caterer of all the details.

Guest will be responsible to pay for the cost of the menu plus 19% house fee, 7% state sales tax

Room Selection:

Client guarantees payment for the minimum of guests required for the room selected.

Bar fees:

\$50.00 Set up, plus \$10.00 per hour per bartender

Linen Costs:

Client is responsible for own linen and napkins

If client prefers to have Ramada order and set up linen and napkins , the following fees will apply:

White Linen:	\$5.00 ea	(85" x 85" for 5' round)
White Linen:	\$12.00 ea	(96" x 156" for 8' long)
White Linen Napkins:	.25 each	(Colors are additional)

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Ramada's Acceptance of an Outside Caterer:

Ramada must receive a copy of the guests' catering license and catering insurance binder prior to:

- 1) Approving outside caterer
- 2) Securing guests booking

The Outside Caterer will be responsible for the entire event, as it pertains to the food and coffee/ water service, including but not limited to providing: China, Glassware, Silverware, Chafing pans, Serving Utensils, Staff and any other requirements needed to perform their duties. Caterer must provide ALL condiments including but not limited to salt and pepper shakers, etc.

Coffee and Water Station(s):

The Outside Caterer arrives with brewed Coffee and Decaf Coffee in holding units, plus Hot Water unit for tea, that they set up the station along with their supplies, including but not limited to: cups, stirrers, napkins, sweeteners, creamers, etc. The Ramada does not provide service staff for setting and/or manning Coffee stations.

The Outside Caterer is also responsible for providing Ice Water at a station if client requires it. They are to provide the Holding units for the Ice water, along with glassware or paper cups. The Ramada does not provide service staff for setting and/or manning Water stations.

ALL FOOD is to arrive from the caterer, in holding units prepared and ready for service.

A KITCHEN is not available for use. The Ramada will provide a work station in another room or area, with long tables for caterers.

Bar fees: \$50.00 Set up, plus \$10.00 per hour for bartender(s)



Catering Guidelines using an OUTSIDE Caterer

Contract to be signed and the room rental fee to be pre-paid by client upon booking.

Ramada supplies Chairs and Tables only.

Linen Costs:

Client is responsible for own linen and napkins

If client prefers to have Ramada order and set up the linen and napkins, the following fees will apply:

White Linen:	\$5.00 ea	(85" x 85" for 5' round)
White Linen:	\$12.00 ea	(96" x 156" for 8' long)
White Linen Napkins:	.25 each	(Colors are additional)

Clean-up/ Trash Removal:

All trash must be removed from the property including but not limited to: left over food, plus all trash from clean-up of the room. Caterer to provide trash bags for this practice.

Security Deposit:

In addition to the pre-paid room rental fee, the Ramada also requires a \$500.00 pre-paid security deposit.

The Security Deposit will be refunded once the cleanliness of room and removal of trash has been inspected and approved by Management of the Ramada at the conclusion of the event.

The Security Deposit will be refunded in the form that it was pre-paid. Therefore, if pre-paid by credit card, Ramada will credit guests' credit card. If pre-paid by cash/ check, the \$500.00 will be refunded by check.