

Desoto Civic Center - Food and Beverage In-House Catering Services

The Lessee or guest should not bring food or beverage into the facility from outside sources. To insure compliance with the Mississippi Department of Health, food-handling regulations, all food must be consumed on the premises during the contracted time. To ensure quality and food safety, **maximum time for buffet set ups is two hours**. Due to health and insurance regulations, **all remaining food becomes the property of Desoto Civic Center**.

All alcoholic beverages will be supplied by the Desoto Civic Center and must be dispensed by Desoto Civic Center servers and bartenders. We reserve the right to request proper ID of any person and refuse service to anyone. Alcoholic beverages cannot be removed from the property under any circumstances. Any alcohol brought into DeSoto Civic Center from an out side source will be confiscated with no guarantee of return. Failure to comply with these policies may disrupt the continuance of the event.

Guarantees

A final guarantee of the attendance at any catering function must be received 14 days in advance. If attendance falls below the guaranteed number, the customer will be charged for the expected amount.

Service Charge

There will be a **15%** service charge added to the sub-total food & beverage bill.

Sales Tax

State of Mississippi and DeSoto County Sales tax equal **9%**. State of Mississippi regulations require sales tax be applied to other services and fees when food and beverage are ordered for an event.

Deposits

Catering events are prepared by DeSoto Civic Centers' own Food & Beverage Department. Your room deposit covers any food & beverage deposit that may be required.

Bartender Fee

Bartender fees are \$ 35.00 pr/hr, per bartender. If sales exceed \$600 pr/bartender the hourly rate is waived. We recommend one bartender for every 200 guests.

Bar Set Up Options

***Host Bar-** The host of the function pays for the drinks his/her guests consume.

* If the host purchases \$ 600 of alcohol pr/bartender, DeSoto Civic Center will sell the host the drinks at a discounted price of \$ 4.00 pr/drink.

Cash Bar- The guests pay for the drinks they Consume.

Smoking Policy

The Desoto Civic Center is a non-smoking facility. Designated smoking areas are located outside.

Food Tasting Policy

Once a contract is established with our Guest, DeSoto Civic Center would be honored to invite up to four Guest to sample a meal in progress at our facility. The meal would be what is currently being served and timed with the service of that event.