

How our caterings work:

1. Hosts Selects One Protein Entree. This will tell you the price point per person. Serving size tells you the amount served/prepared per person.
2. Host then selects two sides to complement the protein. These are included in the price point from the protein.
3. Additional sides can be added for \$2.50 per person per side.
4. Additional proteins can be added as well. Cost is \$5-7 Per person depending on which protein is chosen.
5. Salads are served with a choice of one dressing. Additional salad dressings can be added for \$5 per 15 people. If separate dressing boats for each table is requested a \$5 per boat fee is added.
6. Prices as listed are served are self-served buffets. If you would like your dinner plated it will be an additional \$2 per person charge. If you would like a member of our staff to serve your buffet an additional \$20 per hour will be charged.
7. Desserts are offered in-house. If an outside dessert is requested there will be a \$1.00 plate and utensil fee per person charged.
8. Please keep in mind we are open to customizing any catering so if there is something you would like to add as an option please ask.
9. Please see & sign the catering agreement below for more information.
10. If you have any questions please don't hesitate to ask. Contact: Kara Burt Event & Hospitality Manager 573-883-2479 kara.burt@theaudubons.com

Room Charge Fees: Each event space (The Cellar 56 and Library Room) will comfortably accommodate up to 45 guests for 4 hours with a \$200 room rental which includes your room, linen table coverings and cloth napkins, dishes, set up and tear down. Please note we do have an elevator to access the basement. We also offer a midday room rental for \$50 for a 2-hour rental. It can be set up to host 15-30 people and does not include linens. Finally, the small portion of the Library Room can accommodate 12 people and the rental fee is \$25 for 2 hours and does not include linens.

Service Charge: There is a 3% service charge for credit and debit cards for catering and parties. We also accept cash and local checks.

Check & Gratuity Policy: One Check for parties of 12 or more is requested. There will be a 20% gratuity added to your group catering charges or any groups over 10.

Ordering Policy: For us to prepare the best experience for you, we ask that your final menu selections be ordered & finalized no later than ten (10) days prior to your event. Please email or call us with your final selections so that we can confirm the details with you. Orders cannot be modified after this date as the invoice will be completed and emailed with final details. If changes must be made, they will be in addition to the completed invoice. Email: theaudubons@gmail.com Phone: 573-883-2479.

Decoration Policy: We do offer decorating services. This is charged on an individual basis dependent upon the décor and other details. We do have items including lanterns, centerpieces, and battery-operated candles and are rented on a first come first serve basis.

Agreement To acknowledge your agreement to these terms, please indicate below by your electronic signature. Name: _____ Date: _____ If you have any questions, please do not hesitate to contact us.

Kara Burt, Event and Hospitality Manager, Audubon's Interested in lodging for your event? Check out our unique Boutique Style rooms at The Audubon Hotel. For more information, please visit www.theaudubons.com.