

SELF CATERED FACILITIES STATEMENT

Terry Bison Ranch Resort

Thank you for choosing the Terry Bison Ranch as your host facility for your up and coming event. We look forward to serving you and your guests. The following is an outline to help all parties involved better understand the guidelines, allowances, and restrictions of a self-catered event.

The building charges and fees include the use of the facility, the tables and chairs, bathrooms, utilities and the atmosphere you have sought. This however, does not include: electrical cords or kitchen utensils. Nor does the fee include any use of or access to the kitchen, dish room, prep space, wait stations, or any other areas of the ranch not dually stated on your contract, and this includes water and ice.

Please do not ask to use the kitchen. It is undeniably off limits due to health department rules and regulations regarding cross contamination further our insurance does not allow this due to the liability inflicted upon the ranch. Both entrance doors to the kitchen will be remaining locked for the duration of your event. Trying to change the terms and conditions of the facilities statement will give TBR discretion and grounds to terminate the contract and its proceedings. Deposit will remain non-refundable.

A \$250 Self Catering Fee will be reflected on your contract and final invoice. TBR will set up and tear down all tables and chairs as well as banquet lines in accordance with predetermined or general schematics. Set up will take place the day of the event only, unless it is predetermined for an early set up and reflected on the contract.

Due to the fact that you are catering your own food, TBR will not be held liable for any food related illness. Due to the fact that you are electing to utilize our self cater program there will be no service staff. If you are in agreeance with all terms and conditions here within please sign and date below.

Your group is responsible for bringing all necessary items that you will need for your function. This includes refrigeration, coolers, warmers, serving utensils, silverware, glassware, plates, chaffing pans, dish towels, and any other items you could possibly need for your function. The only tools that TBR can and will supply are those needed for clean up after the event: Trash cans and liners, brooms, towels, etc.

TBR is a licensee of the Wyoming liquor commission . This means that ALL alcohol including but not limited to: beer, wine, champagne and spirits must be purchased, provided, and served by trained and TIPS certified TBR employees and staff ONLY. Under no circumstance is this policy flexible, any off premise alcohol will be immediately confiscated and disposed of.

Customer Signature

Date

Ranch Representative Signature

Date

Terry Bison Ranch Resort

Catering Policies

General Catering Information

Thank you for considering the Terry Bison Ranch Resort as the possible host and site for your upcoming event. We will make every effort possible to please you and your guests in every way possible. We have found, that by having certain guidelines and procedures in place, we will be better able to ensure you that your event will go smoothly, without any problems, and that you will get everything you would expect from your caterer and more. On the next page you will find a list of different catering options, pricing information, and services that we offer here at the Ranch. Our sales department will happily show you all of the different building options that will fit not only your group size, but you budget as well. We will sit down with you 1 on 1 to help you design everything from the foods you want to the feelings you hope to capture. We know how important it is for your event to not only go smooth, but to impress everyone in regards to our professionalism, promptness, and quality of service. We will strive to make sure that you are satisfied with the quality, of not only our products and services, but the attention paid to your every need, by our caring staff members, as well as the professionalism of our sales team to make your event one to remember.

Menu Selections

We will show you many different catering options from the casual picnic style 'burgers and dogs' to our higher caliber meal of carved prime rib of beef or bison steaks cooked to order. We can even incorporate your meal with a tour to the Bison herd or maybe serve you on our TRX (Terry Rail Express) Old Fashioned Dinner Car where you would be able to enjoy your party while "surfing the rails" as we say here at the Ranch. There is no group too small or too big for us to accommodate. Just because you don't see a particular meal on our sheets doesn't mean we can't make it. We have only put in print our most popular menu items but can work out almost any meal you can dream up. Let us know if there is a menu you would like to have and together we will design it to your satisfaction and put a price on it that is fair to us both. This all being said, we can only prepare 1 meal selection for your group but can accommodate for food allergies or dietary needs as well as offer a vegetarian option if requested. Just let us know 7 days in advanced so we have time to obtain the products.

Food and Beverage

All food and drinks with the exception of the Wedding cake and Grooms cake must be prepared and provided by TBR **unless** you have agreed to all the terms and conditions of the self-catered facilities statement. Menus for your function that are catered by TBR must be confirmed at least 2 weeks prior to your event. We will prepare food for your guaranteed guest count plus an additional 20% in case your numbers go up unexpectedly. Due to our food safety policy and the fact that we over-prepare 20% above your head count, NO food is available to be packaged to go or taken off the premises. Further, TBR, as a Ranch licensee of the liquor commission is responsible for all sales and service of any and all alcoholic beverages in accordance with Wyoming state law. Any outside alcohol brought on to the premises will be immediately confiscated and disposed of with NO EXCEPTIONS.

Under no circumstances may any group be allowed to bring in any alcoholic beverages. Alcohol cannot be served to anyone under the age of 21.

Deposits and Payment

We require a non-refundable deposit of \$350.00 along with the signed contract to secure your event date. The \$350.00 deposit will be applied towards the final billing which is due upon arrival (or before) the contracted event. In order to properly prepare function, it is important to get your final head count 48 hours in advanced. If we don't get these numbers from you we will assume that the number on the contract is correct and we will prepare and bill accordingly. All quotes are good for 30 days without a signed contract and deposit. We accept Cash, Check, Visa, Master Card, and Discover Card only. Credit Card payments will be assessed a 5% processing fee.

*Added to the subtotal of every billing will be an 18% service charge and a 6% tax rate

*A service charge of 18% APR is charged to all accounts that are past due by 30 days.