

## Pacific Palms Catering Policies

1. Signed contracts with a designated POC and a deposit are required before the event is confirmed as booked, deposits are non-refundable but will be applied to the contract total.
2. A final guest count is required two weeks prior to the event
3. Final payment is due 3 business days prior to the event
4. Due to food safety and sanitation concerns, all buffet and food lines are limited to a duration of 90 minutes from the initial agreed upon meal time and cannot continue beyond the ending time for the event.
5. Guests must be 21 years of age to consume alcohol on the premises. Outside alcohol and spirits are not permitted to be brought in. Items such as wine, grog ingredients, toasting champagne or cider can be purchased onsite.
6. Special or discount prices, privileges or services for any group or individual, that would not otherwise be available to all patrons, is not permitted per AR 215-1.
7. Per the Tri-Service food code, due to food safety and sanitation concerns, "To-Go" boxes will not be provided for meals food items remaining at the end of the event.
8. Pacific Palms Catering holds the first right of refusal for any Food and Beverage needs within the facility. All deviations must be notated on the contract and approved in writing.

Hold Harmless: Patron agrees to indemnify and hold harmless the United States, the Department of the Army, and DFMWR from injuries or harm resulting from facility or equipment rental under this agreement.