



**EL JEFE COCINA & BAR**  
5309 LYNDALE AVENUE SOUTH, MINNEAPOLIS, MN, 55419  
612-236-4791 // [ELJEFECUISINE@GMAIL.COM](mailto:ELJEFECUISINE@GMAIL.COM)

**ORGANIZER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EVENT ADDRESS:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**LOCATION TYPE:**      **BUSINESS**      **RESIDENCE**      **PUBLIC AREA**

**EVENT TYPE:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_

**EST. GUEST #** \_\_\_\_\_

**\$200 DEPOSIT:**      **NOT RECEIVED**      **PENDING**      **RECEIVED:** \_\_\_\_\_

**FINAL GUARANTEE DUE:** Conclusion of Event

### FOOD TRUCK DETAILS

El Jefe event bookings are for 3-hour increments. Additional hours can be added for \$100 per additional hour.

\$200 deposit is required to reserve a date; dates are not held without deposit and contract. Event Deposits are non-refundable. \$200 deposit will be applied to final invoice.

Events canceled within two weeks of event date are responsible for \$1300 event minimum. Events canceled within one week are responsible for full contracted event minimum.

Disposable serving bowls/plates, silverware, and napkins are included with food truck service.

El Jefe does not provide cleanup service or garbage containers. Cleanup service can be purchased for an additional price. Please inquire regarding fees. Fees subject to size of event and scope of cleanup.

For orders including chips & salsa/guacamole, Organizer is responsible for providing a table for pre-portioned chips & salsa/guacamole station.

Final guaranteed plate count/minimum and menu choices are due to El Jefe ONE week prior to event. Event Organizer will be held responsible to this minimum guarantee regardless of number of actual plates sold.

El Jefe will arrive 30 minutes prior to event serve-time in order to set up.

El Jefe will serve for 3 hours, unless plate minimum is met sooner

If additional plates (over the 100 plates included in the package) are needed El Jefe needs to be informed at least one week prior to the event to ensure enough product is on the truck.

El Jefe brings roughly 30 extra plates to each private event. These can be purchased for \$11/plate and are charged on consumption.

For events held at venues which have fees associated with booking, El Jefe will pay these fees directly to venue and charge the Organizer in their final invoice. El Jefe is not responsible for additional fees charged by venues.

El Jefe has both MFU and MDH food truck licenses. It is responsibility of Organizer to determine if additional permits are required for event's location (e.g. parks, public area, privately-run event venue, etc.).

Additional permit fees are responsibility of Organizer. El Jefe will complete any necessary permit paperwork on the behalf of Organizer, pay any fees, and charge the Organizer in their final invoice.

Events are subject to travel fee depending on location. Please provide El Jefe with your event address to determine if a travel fee applies to your event.

Final payment is due at the conclusion of the event via check, cash, or credit card.  
For payments made with credit card, please note Square processing fee (3%) is responsibility of Organizer.

El Jefe will include an automatic 15% gratuity to all private events.

Event booking will be confirmed when non-refundable \$200 deposit and signed contract are received.

---

**PRINTED NAME**

---

**SIGNATURE OF ORGANIZER**

---

**DATE**

**BEVERAGE CATERING DETAILS**  
(\*only need to sign, if utilizing bar service)

A non-refundable deposit of \$100 is required at the time of booking. The deposit will be applied to the bar setup fee and includes disposable cups, beverage tubs, cocktail napkins, drink garnishes, mixers and ice.

A \$1000 bar minimum is applied to all hosted and cash bar services.

15% gratuity is automatically included on all Hosted Packages to cover El Jefe Catering staff services.

Additional fees may apply for special requests, such as bar or equipment rental.

Tip jars are standard on bars with cash sales.

In the case of a cancellation, El Jefe must be notified ONE week prior to the event, or the Organizer is responsible for the minimum guarantee.

All guests who consume alcohol must be of legal drinking age and have a valid ID. El Jefe catering staff will check guests' IDs at their discretion and bartenders will not serve underage or intoxicated guests.

Bar will close when food truck is done serving. Additional bar-time can be purchased.

If utilizing a cash bar, I understand in signing the below that I am responsible for paying El Jefe's bar catering minimum if our event is unable to meet this minimum via individual payments. I will be responsible for making this payment to El Jefe at the conclusion of the event.

---

**PRINTED NAME**

---

**SIGNATURE OF ORGANIZER**

---

**DATE**