



EL JEFE COCINA & BAR
5309 LYNDALE AVENUE SOUTH, MINNEAPOLIS, MN, 55419
612-236-4791 // ELJEFECUISINE@GMAIL.COM

ORGANIZER: _____

EMAIL: _____

PHONE: _____

EVENT ADDRESS: _____

TIME: _____

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

EVENT TYPE: _____

DATE OF EVENT: _____

GUEST COUNT: 100 MINIMUM PLATES

\$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. Event Deposits are non-refundable. \$200 deposit will be applied to final invoice.

Events canceled within two weeks of event date are responsible for \$1200 event minimum. Events canceled within one week are responsible for full contracted event minimum.

El Jefe provides disposable serving bowls/plates, silverware, and napkins.

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, Organizer is responsible for providing a table for pre-portioned chips & salsa 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 or until plate minimum is met. Additional plates, over 100 plates, can be sold at \$10/per plate.

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. 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.

Final payment is due at the conclusion of 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% service fee 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

A non-refundable deposit of \$100 is required at the time of booking. The deposit will be applied to the bar setup fee. Deposit is waived if El Jefe food truck is also booked.

A \$300 bar minimum is applied to all hosted and cash bar services which also utilize the food truck. If only bar service is requested, the bar minimum is \$1000.

A bar setup fee of \$100 is applicable on all events and includes disposable cups, beverage tubs, cocktail napkins, drink garnishes, mixers and ice.

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 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.

PRINTED NAME

SIGNATURE OF ORGANIZER

DATE